

# Committee of Council Agenda

Tuesday, November 26, 2019, 2:00 p.m.

Heritage Room

3rd Floor, City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

*That the Tuesday, November 26, 2019, Committee of Council Meeting Agenda be adopted as circulated.*

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1 BC Conservation Officer Update (verbal report)

Recommendation:

None.

4.2 Events Society Update (verbal report)

Recommendation:

None.

4.3 Inter-municipal Business Licences for Ride Hailing Vehicles

1

Recommendation:

*That Committee of Council recommend to Council proceeding with bylaw amendments to provide for a Tri-City inter-municipal business licence for ride-hailing businesses.*

4.4 September 2019 Community Centre Update

5

Recommendation:

None.

**4.5 Parks Bylaw Signage**

87

Recommendation:

*That Committee of Council direct staff to proceed with parks bylaw sign installation as per Template A in the November 26, 2019 report.*

**4.6 2019 Q3 Operating Variance**

92

Recommendation:

*That the 2019-2023 financial plan be amended by an increase of \$579,000 in revenues and expenses.*

**5. COUNCILLORS' UPDATE**

**6. MAYOR'S UPDATE**

**7. CAO UPDATE**

**8. RESOLUTION TO CLOSE**

Recommendation:

*That the Committee of Council Meeting of Tuesday, November 26, 2019, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:*

Item 4.1

*i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

*l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

Item 4.2

*i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**9. ADJOURNMENT**

**9.1 Adjournment of the Meeting**

Recommendation:

*That the Tuesday, November 26, 2019, Committee of Council Meeting be adjourned.*

**10. MEETING NOTES**

# Inter-municipal Business Licences for Ride Hailing Vehicles

## RECOMMENDATION:

That Committee of Council recommend that Council proceed with bylaw amendments to provide for a Tri-City inter-municipal business licence for ride-hailing businesses.

## REPORT SUMMARY

This report recommends that the City amend its bylaws to provide for ride-hailing. This recommendation is seen as an interim step to facilitate introduction of the service pending the creation of a regional licence and the proposal is to be initially considered by the Cities of Port Moody and Coquitlam at the same time as it will be considered by the City of Port Coquitlam. The proposal is to charge a reasonable licence fee, share the revenue among the three communities, and levy a per-trip pick-up fee, which would be allocated to the community in which the trip originates. This proposal would support introduction of ride-hailing services within the Tri-Cities in early 2020, is supported by ride-hailing companies, and is recommended by staff.

## BACKGROUND

On September 16, 2019, amendments to the *Passenger Transportation Act* and the *Motor Vehicle Act* came into effect providing the legislative framework for a transportation network service, or “TNS”, to operate in the Province of British Columbia (a TNS is more commonly known as a ride-hailing vehicle service). In a TNS, a passenger hires and pays for travel in a licenced “passenger-directed vehicle”, or “PDV”, through a website or mobile application.

The provincially-mandated Passenger Transportation Board has been provided the sole authority to consider and approve TNS licences and to set requirements and restrictions for these licences and the PDVs. This new legislative framework also sets out how municipalities may regulate both the TNS and other PDVs, including taxis.

The introduction of TNS in British Columbia is intended to respond to public demand for additional transportation opportunities. Nineteen TNS applications are currently under review by the Passenger Transportation Board and its first approvals are expected to be in early 2020.

Provincial requirements for a TNS include the following:

- PDV drivers will need to have a Class 4 licence and complete driving record and criminal record checks
- Vehicles can be no older than 10 years and must complete safety checks and inspections
- Requirements for trade dress (typically a company’s windshield decal) are under review, but expected to include the company’s logo/tradename, be reflective and display on both front and rear windshields
- Annual licencing fee of \$5,000 plus \$0.30/trip made in a non-accessible vehicle
- Collection of data will be required to include trip, shift, driver, and vehicle information; trip data and pick-up/drop-off times; and pick-up/drop-off location.

## Inter-municipal Business Licences for Ride Hailing Vehicles

- That the minimum rate to be charged be based on the taxi flag rates in the operating area, with an allowance for surge pricing.

The Passenger Transportation Board has not set limits on the fleet size or number of applications for TNS companies it will accept.

Municipalities have been delegated the ability to regulate a TNS by:

- issuing municipal business licences and establishing business licence requirements, which can differ for taxis and TNS
- regulating taxi and TNS companies through street and traffic bylaws, including pick-up and drop-off locations
- setting additional requirements for fleet age and standards and for trade dress.

Municipalities cannot prohibit or limit the number of TNS vehicles operating within their boundaries through regulatory or licencing requirements. Recent changes to the *Passenger Transportation Act* also impact municipal authority to regulate taxis as, for example, municipalities will no longer be able to require chauffeur permits.

The City of Port Coquitlam's Business Bylaw regulates taxi businesses as "vehicle for hire" and sets a fee of \$75 for each vehicle available for hire to a maximum fee of \$3000 per business. The City further regulates taxis pursuant to the Taxi and Taxi-Driver Regulation Bylaw, a bylaw which sets additional requirements for passenger-directed vehicles including issuance of a chauffeur permit, trade dress, rates and passenger and vehicular safety standards.

TNS companies Uber and Lyft are lobbying for a standard business licencing requirements for the lower mainland through issuance of a regional inter-municipal business licence. They have jointly proposed a regional licencing scheme, which includes a tiered-fee approach (set licencing fees based on number of cars) and a set per-trip charge (discounted or waived for accessible and electric vehicles). TransLink and the Province are facilitating a discussion of this proposal and a roundtable comprised of staff representatives from lower mainland municipalities has been formed. While the details of this proposal have not been discussed or evaluated by the regional staff roundtable, to date, there appears to be general support for pursuing this initiative.

The process to implement a regional inter-municipal business licence, once agreement is reached on terms, is expected to be lengthy (at least one or two years) given the number of municipalities that would need to concur with the proposal and decisions to be made in setting up a body to regulate and administer the licencing arrangement. As an interim step, many municipalities are looking to determine the best way to regulate TNS companies within their communities. The TNS companies have requested that those municipalities that have inter-municipal business licences in place consider amending such bylaws, rather than introducing new municipal business licences. The North Shore communities of the District and City of North Vancouver and City of West Vancouver intend to propose an amendment to their inter-municipal bylaw to allow one business licence for a TNS company operating on the North Shore, a tiered business licence fee and a per-trip fee for both pick-up and drop-offs. Municipalities without an inter-municipal bylaw are indicating

## Inter-municipal Business Licences for Ride Hailing Vehicles

that they will be proposing to licence TNS businesses on a per-vehicle rate, with the City of Vancouver already having implemented a number of its business licencing requirements. Vancouver has imposed a \$100 per-vehicle charge, a 30 cent trip pick-up and drop-off fee to be charged between the hours of 7 a.m. and 7 p.m., and additional trip surcharges for pick-up/drop-offs in the downtown core.

Port Coquitlam, Coquitlam and Port Moody staff collaborated to draft a proposal for an inter-municipal business licence that would harmonize business licence requirements for TNS companies that may wish to operate within the three municipalities. The proposal is intended to provide for consistency in approach with that being taken by the North Shore, as well as to avoid licencing fees and regulations that would be considered prohibitive to TNS operations. The proposed fee structure includes:

- A base business licence fee set on a tiered approach:
  - \$1000 for companies with 0-25 vehicles
  - \$2500 for companies with 25-100 vehicles
  - \$5000 for companies with more than 100 vehicles;
- A \$0.10 per-trip fee for every trip originating in the Tri-Cities (i.e., the fee would be charged for pick-ups but not drop-offs); and
- An exemption from the per-trip fee for accessible vehicles and zero-emission vehicles.

The proposal to not charge a drop-off fee is intended to address a concern raised by TNS businesses about cumulative fees.

For consistency and convenience, business licences would be sold and administered by the City of Coquitlam and would be valid for one year from the date of purchase. The collected licence fees would be distributed amongst the municipalities on a 40/30/30 basis, with the higher amount going to Coquitlam to offset its administrative time for processing, issuing and monitoring the licences and fees. The per-trip fee would be allocated to the originating municipality, allowing for a distribution of revenue that reflects the usages. It is further proposed that the licence requirements be set as a one-year trial with review after that period to determine if any changes are necessary. An update to Port Coquitlam's Taxi and Taxi-Driver Bylaw and taxi licencing requirements will also need to be undertaken once the industry has had time to adapt to the new provincial regulations and this review could include expanding the inter-municipal licencing regime to other vehicles for hire. The proposed inter-municipal business licence would be superseded (replaced) when a regional business licence scheme is implemented.

### **DISCUSSION**

Licencing businesses is a standard City practice and the City aims to be consistent in its approach to licencing different business models and types. In its licencing approach, the City recognizes that some types of business have a higher impact on municipal resources, services and infrastructure and tries to avoid duplication or overlap with provincial jurisdiction. The proposed fee structure and regulatory model is intended to balance this intent with a community desire for TNS options and is

## Inter-municipal Business Licences for Ride Hailing Vehicles

anticipated to maintain an even playing field for different models of passenger directed vehicles. The Tri-City approach responds to concerns from TNS companies about excessive cumulative regulatory and financial burdens from individual municipalities which could impact their ability to operate within the region and sets a simple mechanism in place for administration, implementation and compliance. The bylaws to implement the recommended proposal would be brought forward to Council for consideration if Committee supports proceedings as outlined in this report.

### **FINANCIAL IMPLICATIONS**


Licensing fee revenues would be contingent on uptake from ride-hailing operations and resident demand for the service.

### **CONSULTATION**

Staff from Port Coquitlam, Coquitlam and Port Moody have collaborated on the proposal for an inter-municipal business licence for TNS services and sought advice from several ride-hailing operations in determining the recommended regulatory and fee structure. Staff also consulted with others implementing inter-municipal schemes to ensure consistency in the proposed approach.

Consideration of a business licence bylaw requires an opportunity for public input prior to adoption.

### **OPTIONS**

	#	Description
	1	Recommend to Council that the consideration be given to an inter-municipal business licence to regulate TNS businesses, as proposed
	2	Request additional information prior to making a decision on the recommendations for this report
	3	Determine that consideration not be given to implementing an inter-municipal business licence to regulate TNS businesses.

Report author: Jennifer Little

### RECOMMENDATION:

None.

### REPORT SUMMARY

Reports are provided from the Community Centre Project Team to ensure Committee is updated regularly on the status of the construction project. This report will cover the project status up to the end of September 2019.

### BACKGROUND

For this period, the following report is attached:

Owner's Representative Progress Report #30 – Tango, September 2019.

### DISCUSSION

During September 2019 a variety of co-ordination, procurement, design and construction activities took place. Phase 1C pool construction and fitness fit-out is ongoing. Abatement and demolition of the library and existing arenas are ongoing.

The status of work can be summarized as follows:

- **Phase 1AB, 1C Admin and Multipurpose Areas:** Following occupancy and the building opening August 27, work to close out minor construction deficiencies, commissioning and final staff training was a focus in September. The temporary dry dressing room construction was completed on September 27 and the onsite trailer was removed.
- **Phase 1C Aquatic and Fitness Areas:** Pool deck waterproofing, pool testing, tiling and millwork is ongoing in the aquatic areas. Fitness centre fit-out and finishing is ongoing. Coordination with the builder to ensure enabling work is complete for procurement and preparation for FFE installation in the fitness areas is underway. Interim Occupancy for P1C excluding the aquatic centre, was awarded on October 16, 2019 and work to address minor deficiencies is ongoing in preparation for opening the fitness area on December 12.
- **Phase 2:** Abatement and demolition of the library and existing arenas is ongoing.

Key construction activities for October focus on completing the Aquatic Area of Phase 1C in preparation for the occupancy process. The work is focused on tiling, millwork, pool testing and waterproofing. In preparation for Phase 2, the demolition, abatement and bulk excavation of the recreation complex and library is underway. Work to address minor deficiencies in Phase 1AB

## September 2019 Community Centre Update

continues, including those in the fitness areas in preparation for FFE installation and opening on December 12.

Ventana provided an updated schedule dated October 17, 2019. The critical path activities for Phase 2 are abatement, demolition, excavation, piling foundations, structural steel and parkade construction. This schedule targets occupancy of the aquatic area for February 2020. Tango continues to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact substantial performance.

The updated project dashboard is included in Tango's September report (Attachment #1). Based on the information contained in this Monthly Progress Report #30 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

### **FINANCIAL IMPLICATIONS**

A summary of the total project costs expensed as of September 2019 is as follows:

Item	Total Expenses to Date	Original Budget	Revised Budget
Ventana Pre-Contract Work	\$983,000	\$983,000	\$983,000
Ventana Design-Build Contract*	\$74,023,644	\$116,717,000	\$122,204,378
Project Management and Legal	\$1,273,962	\$1,500,000	\$2,222,620
Furniture, Fixtures and Equipment	\$970,965	\$3,900,000	\$3,770,140
Off-Site Improvements	\$348,348	\$3,000,000	\$2,714,861
Onsite works (service fees, etc.)	\$77,722.50	Incl. in other	\$150,000
Communications/Signage	\$36,819.77	Incl. in other	\$55,000
<b>Total Project</b>	<b>\$77,714,461</b>	<b>\$132,100,000</b>	<b>\$132,100,000</b>

\*Prepayment amount of \$5M has been paid as per the contract and is not included in above totals.

### **PUBLIC CONSULTATION**

The following communication activities were undertaken through September 2019:

- A meeting to discuss temporary referee rooms with arena user group representatives was held on September 5, 2019.
- A stakeholder meeting was held September 25, 2019.



- An open house for arena sport groups to review phase 2 design was hosted on September 30, 2019.

### **ATTACHMENT**

Attachment #1: Owner's Representative Progress Report #30 – Tango, September 2019



## **PORT COQUITLAM COMMUNITY CENTRE**

### **Owner's Representative Progress Report #30**

**September 2019**

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## APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: October 17<sup>th</sup> 2019 - Update

Appendix 2 – Progress Photographs: September 2019

Appendix 3 - Site Inspection Reports: September 2019

Appendix 4 – Certificate of Payment No.33: October 18, 2019

Appendix 5 – Project Dashboard: September 30, 2019

Appendix 6 – Architecture 49 Letter of Construction Conformance – October 10, 2019

Appendix 7 – Architecture 49 Site Report #56 – September 27, 2019

## 1.0 INTRODUCTION

Tango Management ("Tango") has been engaged by the City of Port Coquitlam ("Owner") to provide Owner's Representative Services for the design and construction of a new Community Centre in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #30 to the Owner. This report represents a summary of key project activities and issues that occurred up to September 30, 2019.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

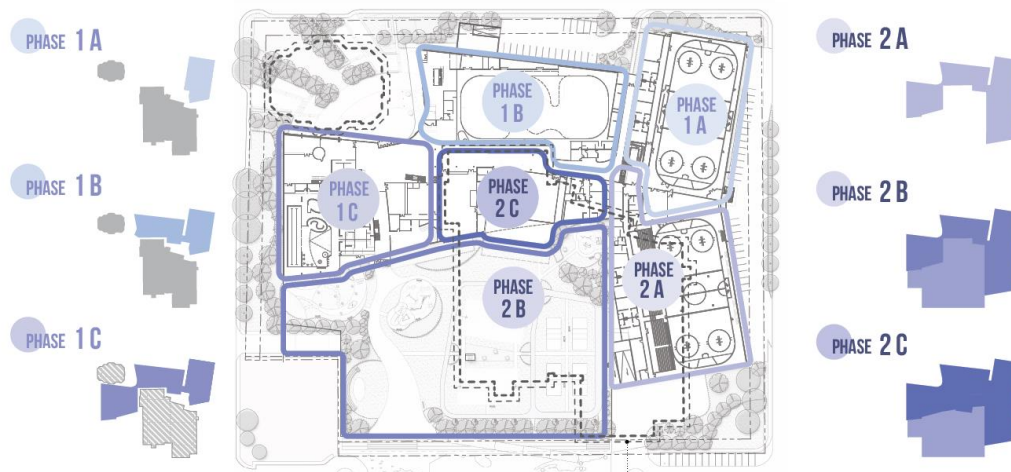
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

## 2.0 EXECUTIVE SUMMARY

During September 2019 numerous meetings, co-ordination, procurement, design and construction activities have taken place. Phase 1C pool construction and fitness fit-out is ongoing. Abatement and demolition of the library and existing arenas is ongoing. Based on the information contained in this Monthly Progress Report #30 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

## 3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

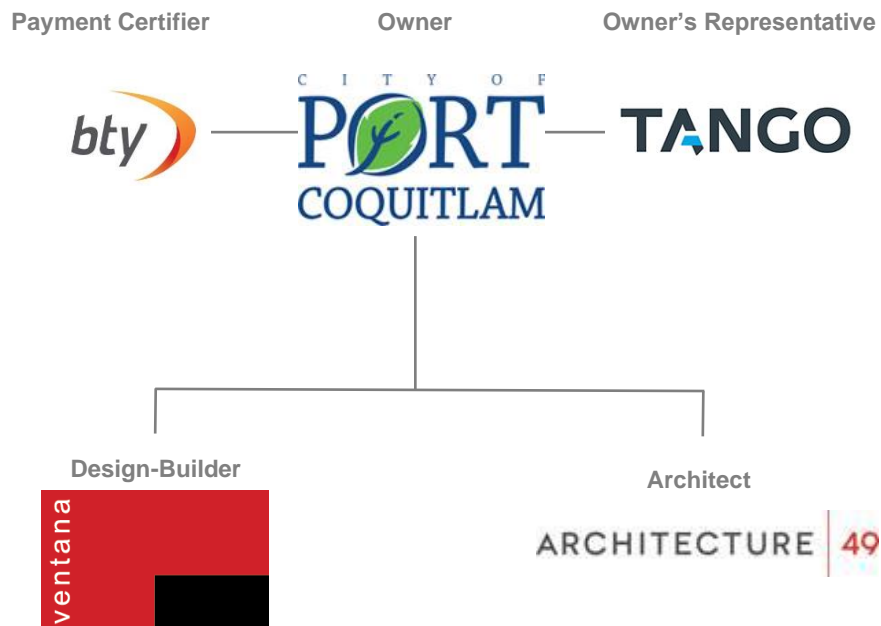


#### 4.0 PROJECT TEAM

The following team members have been appointed to the Project:

<b>Owner</b>	<b>City of Port Coquitlam</b>
<b>Owner's Representative</b>	<b>Tango Management</b>
<b>Design-Builder</b>	<b>Ventana Construction (POCO) Corp</b>
<b>Architect</b>	<b>Architecture 49</b>
<b>Civil Engineer</b>	<b>Hub Engineering</b>
<b>Structural Engineer</b>	<b>BMZ</b>
<b>Mechanical Engineer</b>	<b>WSP Canada</b>
<b>Electrical Engineer</b>	<b>Smith &amp; Anderson</b>
<b>Payment Certifier</b>	<b>BTY Group</b>

#### City of Port Coquitlam Community Recreation Complex Project Team



## 5.0 DESIGN AND APPROVALS STATUS

### Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

### Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

### Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated October 17, 2019:

Drawing Package	Planned Date	Actual Date	Status	Comments
<b>Ground Works / Piling (1ABC)</b>				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
<b>Phase 1ABC - Structure</b>				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
<b>Phase 1ABC Balance of Design</b>				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
<b>Phase 2ABC - Design</b>				
BP Submission	19-Jan-18		Complete	Construction Ongoing
IFT Drawings	18-Mar-18		Complete	Construction Ongoing
IFC Drawings	12-Jul-18	19-Sep-19	Complete	Construction Ongoing



## 5.0 Design and Approval Status (continued)

### Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

The following permits were issued to the Owner during the Occupancy process for Phase 1AB:

- Health Permit: Concessions and Lounge Food Services;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

An Interim Occupancy Permit was issued by the City's Building Department on August 19, 2019 for the first phase of the Project.

The Design-Builder has applied for an abatement and demolition permit for Phase 2. We understand that this has been issued.

## 6.0 PROCUREMENT & CONTRACT ADMINISTRATION

### Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated October 18, 2019:

Bulk and detailed excavation Phases 1ABC;	Glazing;
Piling Phases 1ABC;	Roofing;
Mechanical and Electrical;	Metal Decking;
Refrigeration;	Pump / Place / Finish;
Formwork Phases 1AB;	Structural Steel;
Reinforcement Phases 1ABC;	Soil Anchors;
Cladding;	Insulated Metal Panels;
Steel Stud;	Paint;
Doors & Hardware;	Flooring;
Tile;	Dasher Boards;
Rink Slabs;	Overhead Doors;
Public Address;	Washroom Accessories, Partitions, & Lockers.;
Millwork;	Fireplace;
Concrete Polishing;	Pool Specialities;
Countertops;	Sports Flooring & Equipment;
Asphalt; and	Ph2 – Bulk Ex and Excavation.

The following procurement milestones have been identified in the Design-Builder's schedule:

### Phases 1ABC & 2ABC

- Phase 2ABC Tendering Complete by September 23, 2019.

NOTE – The Design-Builder has not informed us if this has been completed. The Design-Builder previously indicated that this will be complete by July 26, 2018.

### Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification have been worked through and coordinated in-line with the Design-Builder's schedule.



#### 6.0 *Procurement & Contract Administration (continued)*

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.
- Fitness Equipment – Life Fitness, Fitness Town Commercial & Johnson Health Tech. Canada.

FFE installation has commenced and is ongoing in line with the Project Schedule.

#### **Project Coordination / Meeting**

Phase 1AB Interim Occupancy was granted on August 19, 2019. The next Occupancy Meeting for Phase 1C, is scheduled for October 1, 2019.

#### **Owner Request for Information (RFI)**

- Number of RFI's issued – 152
- Number of RFI's Closed – 146
- Number of RFI's Open - 6

## 7.0 PROJECT BUDGET

### Project Budget Summary

The Project Budget is summarized below:

<b>A Design and Construction</b>	<b>Dollar Value</b>
<b>1 Design-Builder Pre Contract Costs</b>	\$983,000
<b>2 Design-Builder Contract Price</b>	\$116,717,000
<b>3 Approved Changes</b>	\$8,831,864
<b>4 Current (Revised) Contract Price</b>	\$125,548,864
<b>5 Work Certified as Completed (Base Contract)</b>	\$80,548,859
<b>6 Current Cost to Complete (Base Contract)</b>	\$45,000,005
<b>7 Lien Holdback (Base Contract)</b>	\$7,554,887
<b>8 Lien Holdback Released</b>	-\$6,552,157
<b>B Non-Contract Costs</b>	<b>\$8,989,031</b>
<b>C Total Project Budget</b>	<b>\$135,520,895</b>
<b>9 Capital Utility Budget</b>	-\$3,420,895
<b>C Total Project Budget (Revised)</b>	<b>\$132,100,000</b>

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design - Build Stipulated Price Contract (2013).

### Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 33 dated October 18, 2019, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending September 30, 2019.

In summary, the current payment liabilities of the Owner are:

<b>Item</b>	<b>Dollar Value</b>
Current Net	\$1,372,694
Current GST (5.0%)	\$68,635
<b>Total Current Payable to the Design-Builder</b>	<b>\$1,441,328</b>
Total Current Builders Lien Holdback	\$1,002,730

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 33.

## 7.0 Project Budget (continued)

### Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to September 30, 2019 is as follows:

CO#	Description	Dollar Value	Contingency Allocation
1	Bonding Requirements	\$1,800,000	Project Contingency
2	Temporary Power to Site	\$34,751	Project Contingency
3	Floor Area Changes	\$1,003,236	Project Contingency
5	Additional Back-Up Power	\$90,713	Project Contingency
7	Card Readers and Key Pads	\$16,698	Project Contingency
8	Library User Group Changes	\$86,287	Project Contingency
9	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	Auto Door Openers	\$55,440	Project Contingency
11	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	Additional CCTV	\$24,024	Project Contingency
14	Added Door Security	\$88,364	Project Contingency
17	Terry Fox Display Cases	\$4,950	Project Contingency
20	Exterior Building Signage	\$57,618	Project Contingency
21	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	RCMP Panic Buttons	\$8,375	Project Contingency
25	Splash Park Recirc Design	\$13,640	Project Contingency
32	Temporary Referee Change Rooms	\$15,525	Project Contingency
<b>SUB-TOTAL</b>		<b>\$3,345,634</b>	
15	Scoreboard Credit	-\$42,760	FF&E
<b>SUB-TOTAL</b>		<b>-\$42,760</b>	
4	Off Site Design Services	\$269,998	Off Sites / Capital Utility Budget
6	Additional Off Site Design Services	\$55,875	Off Sites / Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Off Sites / Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites / Capital Utility Budget
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
<b>SUB-TOTAL</b>		<b>\$5,528,990</b>	
<b>TOTAL CHANGE ORDERS</b>		<b>\$8,831,864</b>	

## 7.0 *Project Budget (continued)*

### **Project Contingency**

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

### **Claims Management**

There were no formal claims that we are aware of during this reporting period.

## 8.0 **PROJECT SCHEDULE**

### **Construction Progress (September End 2019)**

We conducted multiple site inspections on throughout September 2019. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Minor deficiencies and final staff training is ongoing.
- **Phase 1B: Leisure Ice and Library:** Minor deficiencies and final staff training is ongoing.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Fitness Centre fit-out, finishing and commissioning is ongoing. Pool waterproofing, testing fit-out is ongoing.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: October 17<sup>th</sup> 2019 - Update”***.

The critical path activity runs through abatement, demolition, excavation, piling, foundations, structural steel and parkade construction in Phase 2.

This schedule forecasts that Phase 1C Fitness will be available this Fall and Aquatics this Winter.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during September 2019.

## 8.0 Project Schedule (continued)

### Monthly Look Ahead

During October 2019, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: October 17<sup>th</sup> 2019 - Update”***).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
  - Close out Construction Deficiencies; and
  - Complete final staff training;
- **Phase 1C – Aquatics and Fitness Area**
  - Fitness Centre – Complete all construction activities and achieve Occupancy;
  - Aquatics – Complete pool tank and deck waterproofing;
  - Aquatics – Complete pool testing;
  - Aquatics – Commence pool tile; and
  - Aquatics – Continue with millwork installation.
- **Phase 2**
  - Continue with make-safe and demolition;
  - Complete library abatement; and
  - Commence Phase 2A bulk excavation.

## 9.0 QUALITY ASSURANCE & QUALITY CONTROL

### Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architect 49's Letter of Construction Conformance, dated October 10, 2019. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Letter of Assurance is included in Appendix 6 of this report. A copy of their Site Report #56 is included in Appendix 7 of this report.

We did not receive a copy of BMZ's Construction Review during this reporting period from the Design-Builder.

We did not receive a copy of Smith and Anderson's Job Report during this reporting period from the Design-Builder.

We received a copy of WSP's Mechanical and Plumbing Field Report, dated October 2, 2019. Actions have been identified to be remedied by the Design-Builder.

#### **9.0     *Quality Assurance & Quality Control (continued)***

We performed multiple site inspections during September 2019 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

#### **10.0    SAFETY AND ENVIRONMENTAL**

On March 1, 2019 there was an accident on site where a crane truck tipped over. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

On April 8, 2019 there was an accident on site where a dump truck hit overhead lines on Kelly Avenue. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

The Design-Builder has confirmed that all trade incidents have been closed with WorkSafe BC.

The Design-Builder has a full-time security guard on site.

No incidents were reported during this reporting period.

#### **11.0    AREAS OF CONCERN & OUTSTANDING ISSUES**

In general, all issues and actions raised within meetings and communications during September 2019 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

## APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's  
Schedule: October 17<sup>th</sup> 2019 - Update

Page 1 of 3

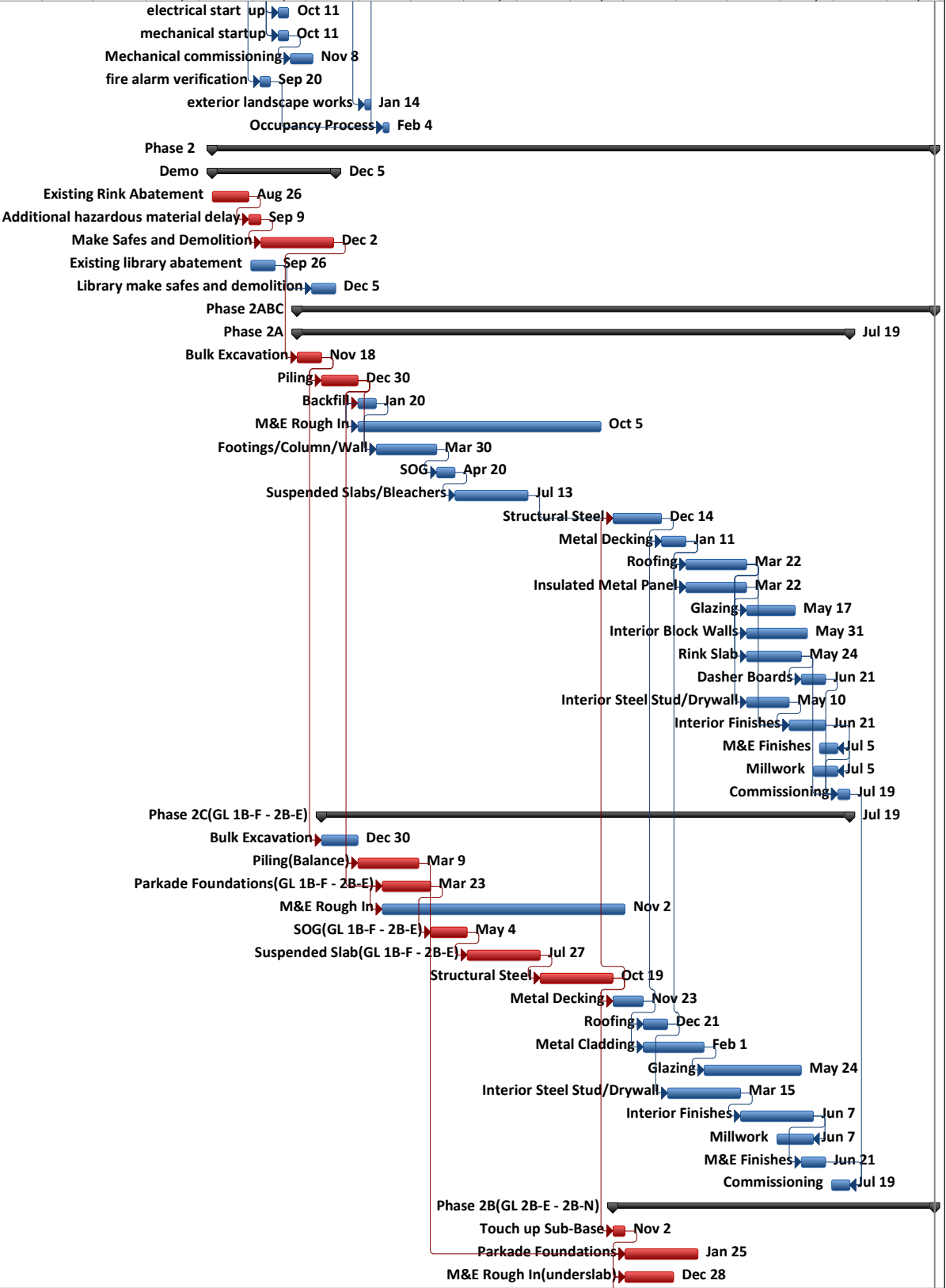




PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE  
October 17th 2019 - Update

Ventana Construction Corporation  
3875 Henning Dr. || Burnaby, BC || V5C 6N5  
Office 604.291.9000  
Fax 604.291.9992  
Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish																												
					2018														2020													
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep					
257	1.3.2.5.1 electrical start up	10 days	Mon 9/30/19	Fri 10/11/19																												
258	1.3.2.5.2 mechanical startup	10 days	Mon 9/30/19	Fri 10/11/19																												
259	1.3.2.5.3 Mechanical commissioning	20 days	Mon 10/14/19	Fri 11/8/19																												
260	1.3.2.5.4 fire alarm verification	10 days	Mon 9/9/19	Fri 9/20/19																												
261	1.3.2.6 exterior landscape works	5 days	Wed 1/8/20	Tue 1/14/20																												
262	1.3.2.7 Occupancy Process	5 days	Wed 1/29/20	Tue 2/4/20																												
263	1.4 Phase 2	595 days	Tue 7/16/19	Mon 10/25/21																												
264	1.4.1 Demo	102.5 days	Tue 7/16/19	Thu 12/5/19																												
265	1.4.1.1 Existing Rink Abatement	30 days	Tue 7/16/19	Mon 8/26/19																												
266	1.4.1.2 Additional hazardous material delay	2 wks	Tue 8/27/19	Mon 9/9/19																												
267	1.4.1.3 Make Safes and Demolition	60 days	Tue 9/10/19	Mon 12/2/19																												
268	1.4.1.4 Existing library abatement	4 wks	Thu 8/29/19	Thu 9/26/19																												
269	1.4.1.5 Library make safes and demolition	1 mon	Thu 11/7/19	Thu 12/5/19																												
270	1.4.2 Phase 2ABC	525 days	Tue 10/22/19	Mon 10/25/21																												
271	1.4.2.1 Phase 2A	455 days	Tue 10/22/19	Mon 7/19/21																												
272	1.4.2.1.1 Bulk Excavation	20 days	Tue 10/22/19	Mon 11/18/19																												
273	1.4.2.1.2 Piling	30 days	Tue 11/19/19	Mon 12/30/19																												
274	1.4.2.1.3 Backfill	15 days	Tue 12/31/19	Mon 1/20/20																												
275	1.4.2.1.4 M&E Rough In	200 days	Tue 12/31/19	Mon 10/5/20																												
276	1.4.2.1.5 Footings/Column/Wall	50 days	Tue 1/21/20	Mon 3/30/20																												
277	1.4.2.1.6 SOG	15 days	Tue 3/31/20	Mon 4/20/20																												
278	1.4.2.1.7 Suspended Slabs/Bleachers	60 days	Tue 4/21/20	Mon 7/13/20																												
279	1.4.2.1.8 Structural Steel	40 days	Tue 10/20/20	Mon 12/14/20																												
280	1.4.2.1.9 Metal Decking	20 days	Tue 12/15/20	Mon 1/11/21																												
281	1.4.2.1.10 Roofing	50 days	Tue 1/12/21	Mon 3/22/21																												
282	1.4.2.1.11 Insulated Metal Panel	50 days	Tue 1/12/21	Mon 3/22/21																												
283	1.4.2.1.12 Glazing	40 days	Tue 3/23/21	Mon 5/17/21																												
284	1.4.2.1.13 Interior Block Walls	50 days	Tue 3/23/21	Mon 5/31/21																												
285	1.4.2.1.14 Rink Slab	45 days	Tue 3/23/21	Mon 5/24/21																												
286	1.4.2.1.15 Dasher Boards	20 days	Tue 5/25/21	Mon 6/21/21																												
287	1.4.2.1.16 Interior Steel Stud/Drywall	35 days	Tue 3/23/21	Mon 5/10/21																												
288	1.4.2.1.17 Interior Finishes	30 days	Tue 5/11/21	Mon 6/21/21																												
289	1.4.2.1.18 M&E Finishes	15 days	Tue 6/15/21	Mon 7/5/21																												
290	1.4.2.1.19 Millwork	20 days	Tue 6/8/21	Mon 7/5/21																												
291	1.4.2.1.20 Commissioning	10 days	Tue 7/6/21	Mon 7/19/21																												
292	1.4.2.2 Phase 2C(GL 1B-F - 2B-E)	435 days	Tue 11/19/19	Mon 7/19/21																												
293	1.4.2.2.1 Bulk Excavation	30 days	Tue 11/19/19	Mon 12/30/19																												
294	1.4.2.2.2 Piling(Balance)	50 days	Tue 12/31/19	Mon 3/9/20																												
295	1.4.2.2.3 Parkade Foundations(GL 1B-F - 2B-E)	40 days	Tue 1/28/20	Mon 3/23/20																												
296	1.4.2.2.4 M&E Rough In	200 days	Tue 1/28/20	Mon 11/2/20																												
297	1.4.2.2.5 SOG(GL 1B-F - 2B-E)	30 days	Tue 3/24/20	Mon 5/4/20																												
298	1.4.2.2.6 Suspended Slab(GL 1B-F - 2B-E)	60 days	Tue 5/5/20	Mon 7/27/20																												
299	1.4.2.2.7 Structural Steel	60 days	Tue 7/28/20	Mon 10/19/20																												
300	1.4.2.2.8 Metal Decking	25 days	Tue 10/20/20	Mon 11/23/20																												
301	1.4.2.2.9 Roofing	20 days	Tue 11/24/20	Mon 12/21/20																												
302	1.4.2.2.10 Metal Cladding	50 days	Tue 11/24/20	Mon 2/1/21																												
303	1.4.2.2.11 Glazing	80 days	Tue 2/2/21	Mon 5/24/21																												
304	1.4.2.2.12 Interior Steel Stud/Drywall	60 days	Tue 12/22/20	Mon 3/15/21																												
305	1.4.2.2.13 Interior Finishes	60 days	Tue 3/16/21	Mon 6/7/21																												
306	1.4.2.2.14 Millwork	30 days	Tue 4/27/21	Mon 6/7/21																												
307	1.4.2.2.15 M&E Finishes	20 days	Tue 5/25/21	Mon 6/21/21																												
308	1.4.2.2.16 Commissioning	15 days	Tue 6/29/21	Mon 7/19/21																												
309	1.4.2.3 Phase 2B(GL 2B-E - 2B-N)	265 days	Tue 10/20/20	Mon 10/25/21																												
310	1.4.2.3.1 Touch up Sub-Base	10 days	Tue 10/20/20	Mon 11/2/20																												
311	1.4.2.3.2 Parkade Foundations	60 days	Tue 11/3/20	Mon 1/25/21																												
312	1.4.2.3.3 M&E Rough In(underslab)	40 days	Tue 11/3/20	Mon 12/28/20																												

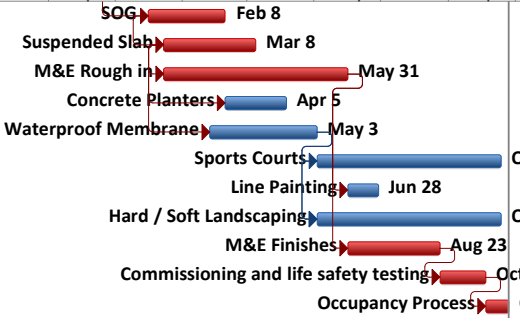




PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE  
October 17th 2019 - Update

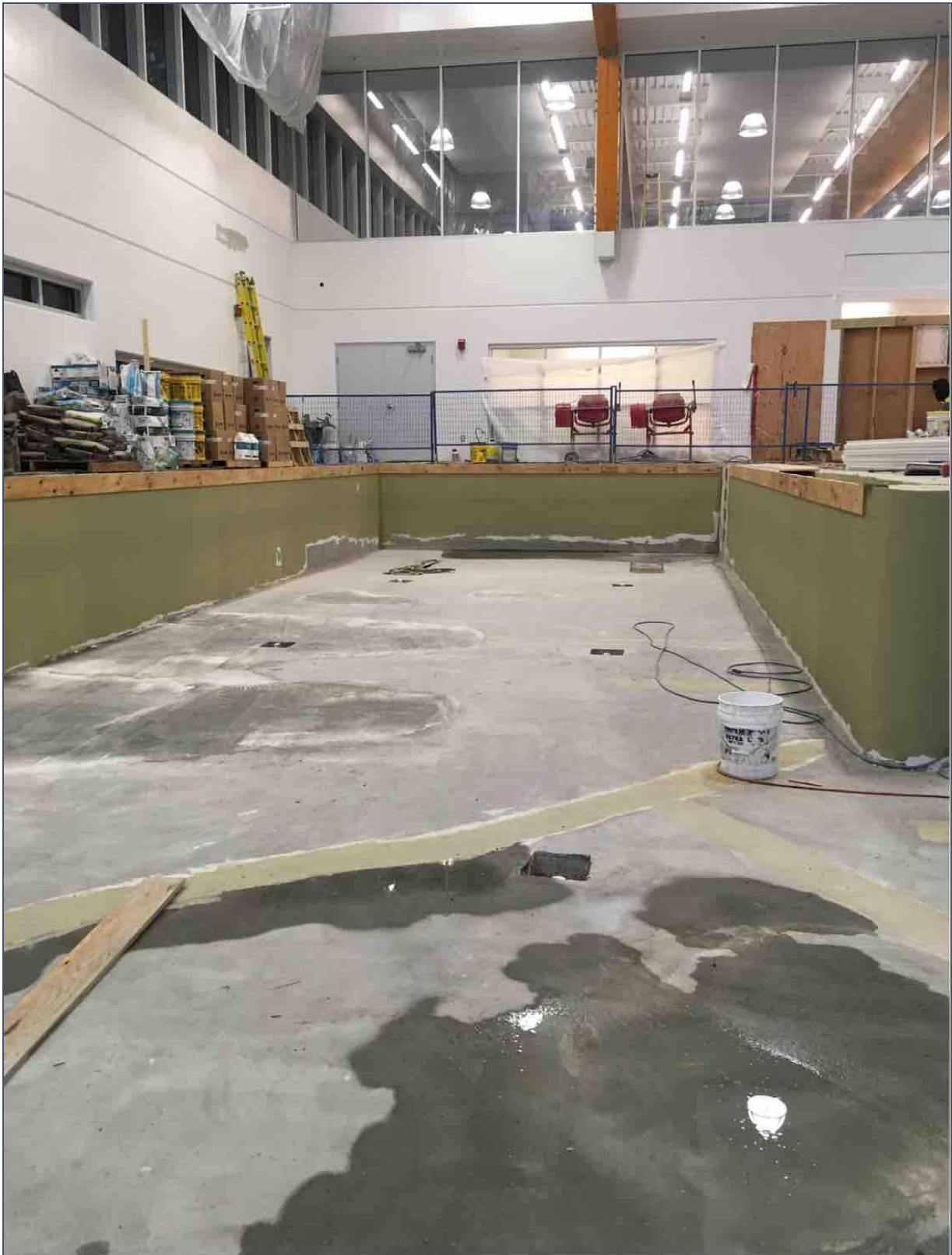
Ventana Construction Corporation  
3875 Henning Dr. || Burnaby, BC || V5C 6N5  
Office 604.291.9000  
Fax 604.291.9992  
Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish																														
					2018												2020																	
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	
313	1.4.2.3.4 SOG	50 days	Tue 12/1/20	Mon 2/8/21																														
314	1.4.2.3.5 Suspended Slab	60 days	Tue 12/15/20	Mon 3/8/21																														
315	1.4.2.3.6 M&E Rough in	120 days	Tue 12/15/20	Mon 5/31/21																														
316	1.4.2.3.7 Concrete Planters	40 days	Tue 2/9/21	Mon 4/5/21																														
317	1.4.2.3.8 Waterproof Membrane	70 days	Tue 1/26/21	Mon 5/3/21																														
318	1.4.2.3.9 Sports Courts	120 days	Tue 5/4/21	Mon 10/18/21																														
319	1.4.2.3.10 Line Painting	20 days	Tue 6/1/21	Mon 6/28/21																														
320	1.4.2.3.11 Hard / Soft Landscaping	120 days	Tue 5/4/21	Mon 10/18/21																														
321	1.4.2.3.12 M&E Finishes	60 days	Tue 6/1/21	Mon 8/23/21																														
322	1.4.2.3.13 Commissioning and life safety testing	30 days	Tue 8/24/21	Mon 10/4/21																														
323	1.4.2.3.14 Occupancy Process	15 days	Tue 10/5/21	Mon 10/25/21																														

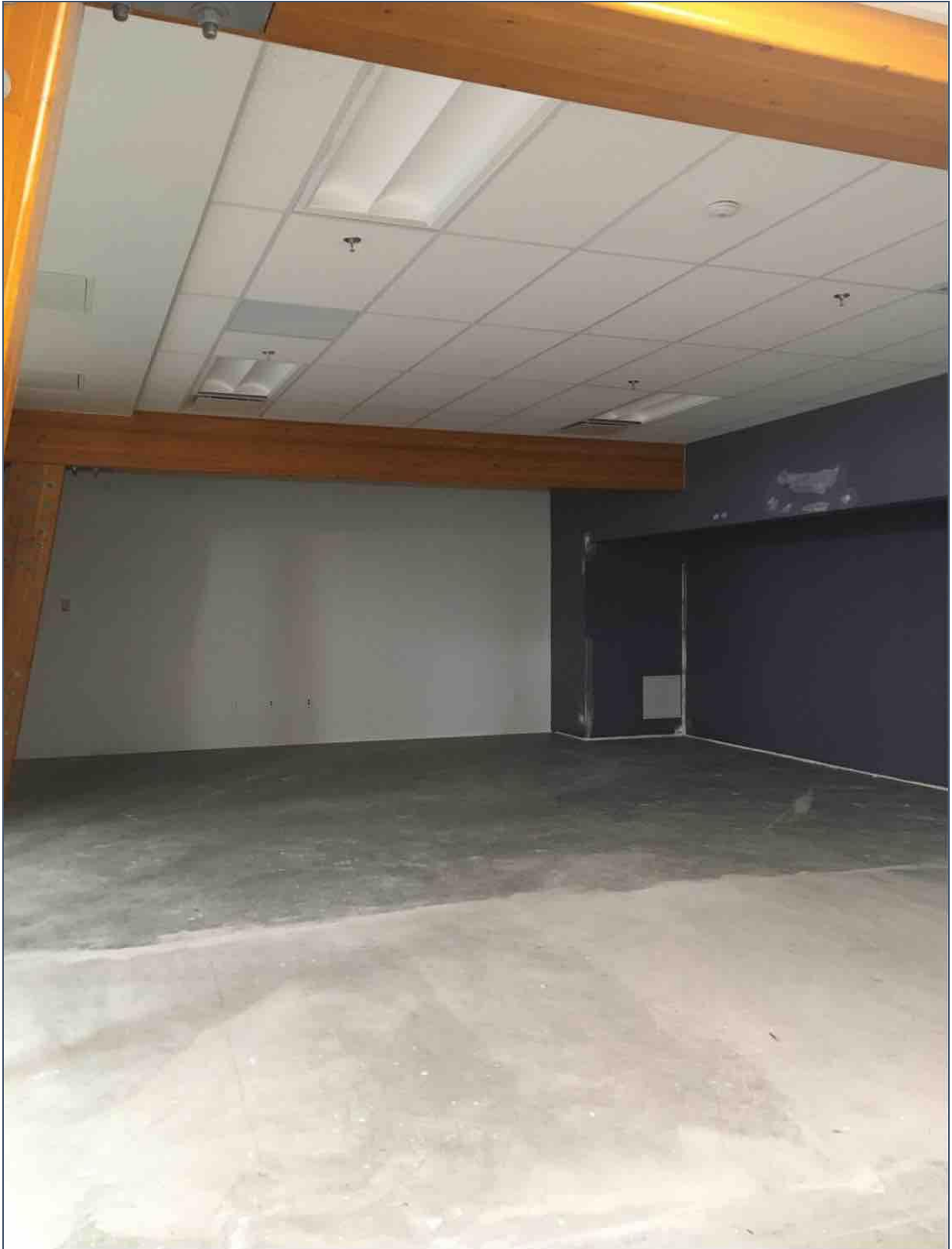


## APPENDIX 2

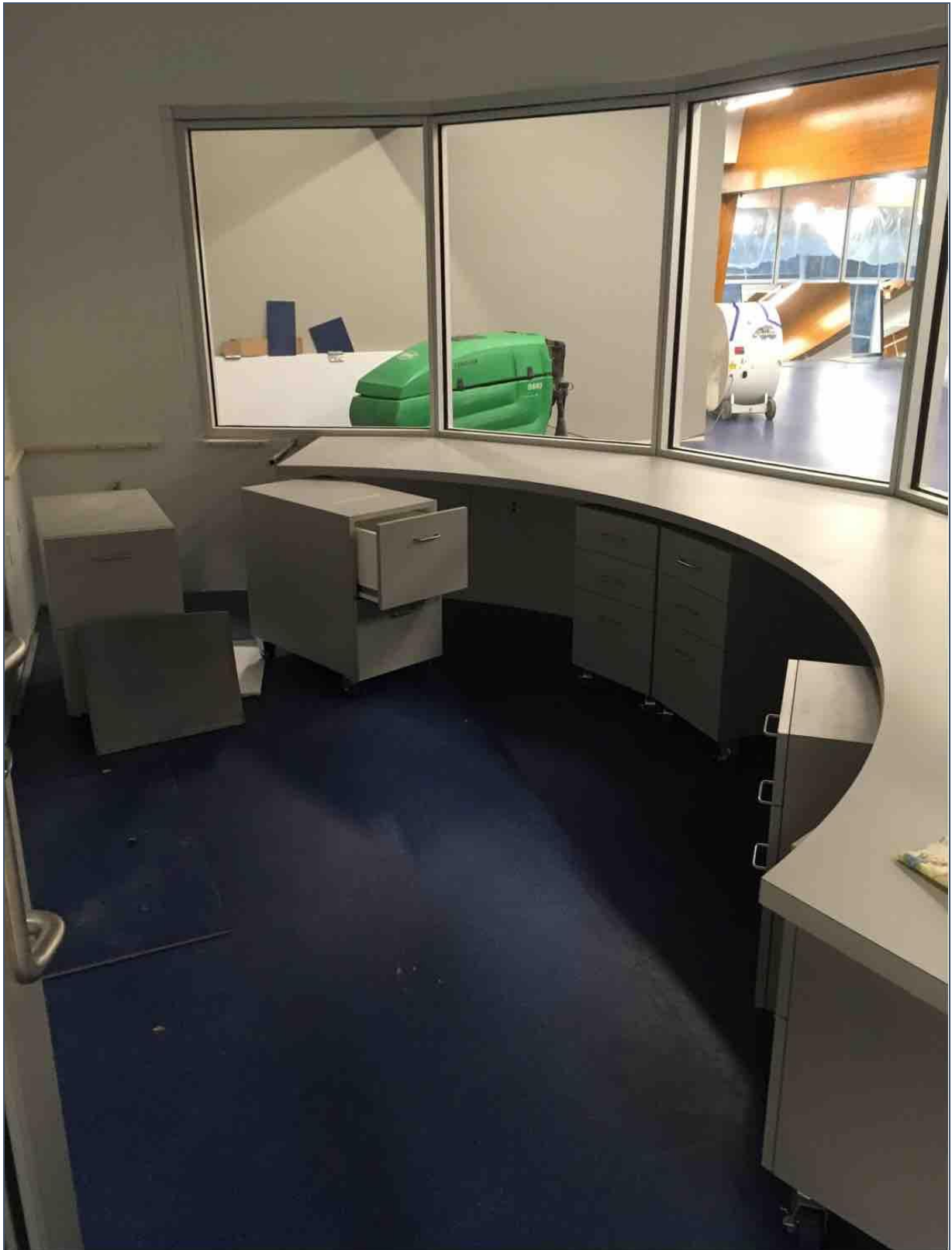
### Progress Photographs – September 2019



Phase 1C – Pool tank walls waterproofing progress

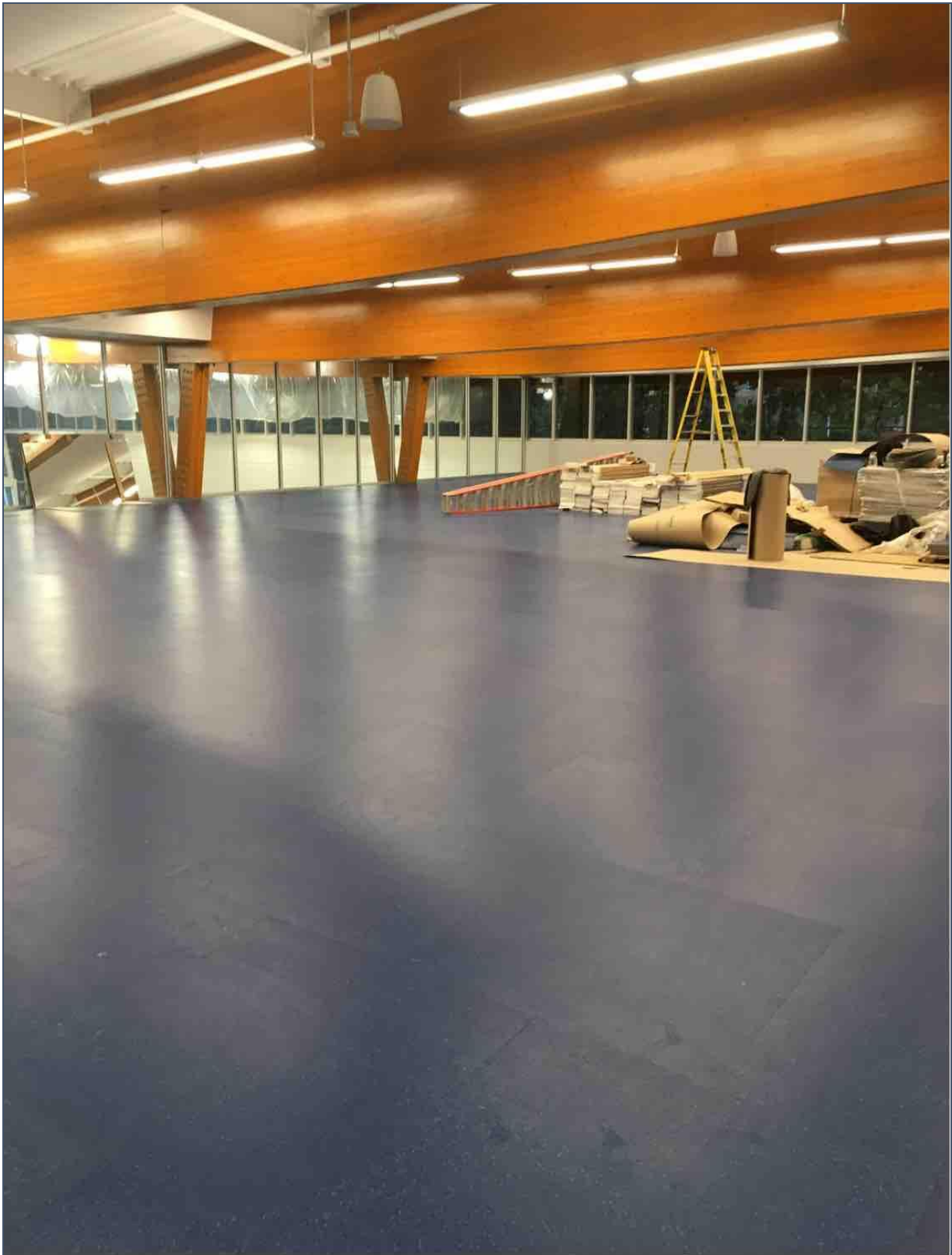


Phase 1C – Small MP room ready for floor finish



Phase 1C – Fitness 2<sup>nd</sup> floor coordinators office



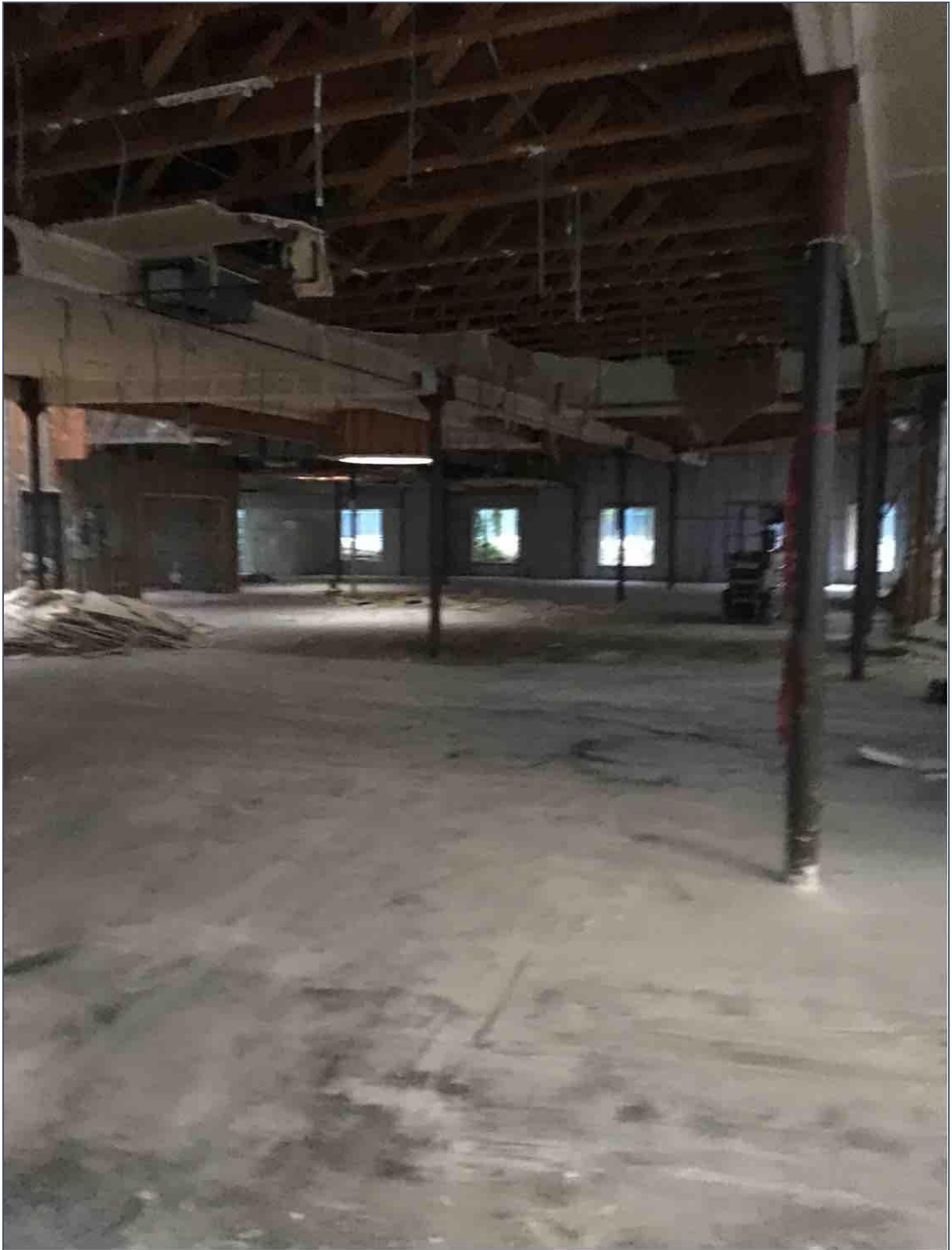


Phase 1C – 2<sup>nd</sup> weight room rubber flooring



Phase 1C – Wood floor in main floor fitness area





Phase 2 – Terry Fox Library demolition



Phase 2 – Blue Arena demolition

## APPENDIX 3

### Site Inspection Reports: September 2019

# Field Review Report



Project: PCCC  
 Reporting Date: 2019-09-03  
 Prepared By: Alun Lewis

Weather: Sunny:   x   Rain:            Wind:            Temperature: High of:   25    
 Cloudy:            Snow:            Other:            Low of:   16  

Tango's Staff: (# on site)		Trade Contractor's					
Superintendents	1	Demolition	23	Waterproofing		Painting	4
Engineers		Site Work		Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	5
Carpenters		Concrete Formwork		Roofing		Mechanical	3
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	8	Sprinklers	2
		Structural Steel		Exterior Cladding		Electrical	9
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper	2	Pool Piping	
		Rough Carpentry		Resilient Tile	4		
		Finish Carpentry		Ceramic Tile	1	Tango's Subtotal	
		Millwork	1	Elevator		Trade's Subtotal	62
						<b>SITE TOTAL</b>	

## JOB DELAYS OR POSSIBLE DELAYS:

## QAQC

As previously noted and discussed with Ventana

## GENERAL COMMENTS: ( Job progress-schedule items started, not started etc.)

		Comments
Demolition	23	2AB - Demo of exterior shell of blue arena. Asbestos abatement to green arena SW corner.
		Drywall & steelstud removal from meeting rooms adj existing reception area
Millwork	1	1C - Commence millwork install to main floor co-ordinators office in weight room
Glazing	8	1C - Caulking window panes along N elevation.
Tapers	2	1C - Sanding walls to co-ordinators areas
Resilient Tile	4	1C - Floor prep and install gym flooring to 2nd floor weight and fitness areas
Ceramic tile	1	1C - Tiling to ceiling of sauna
Painting	4	1C - Painting CMU walls to staff area of pool and N elevation of pool concrete slab and shear walls
Plumbing	5	1C - Install sinks to female and male washrooms. Pool equipment room pumps and piping
Mechanical	3	1C - Metal HVAC to pool from RTU
Sprinkler	2	1C - Install drops into tiles to main floor weight room
Electrical	9	1C - Energizing lights to main floor weight & fitness area. Pulling wire to panels in parkade
		electrical room

# Field Review Report



Project: PCCC

Reporting Date: 2019-09-09

Prepared By: Alun Lewis

Weather: Sunny: \_\_\_\_\_  
Cloudy:   x  

Rain:   x    
Snow: \_\_\_\_\_

Wind: \_\_\_\_\_  
Other: \_\_\_\_\_

Temperature: High of:   19    
Low of:   16  

Tango's Staff: (# on site)		Trade Contractor's					
Superintendents	1	Demolition	26	Waterproofing		Painting	7
Engineers		Site Work		Scaffolding		Misc. Specialties	2
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	5
Carpenters		Concrete Formwork	2	Roofing		Mechanical	2
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	2
Operators		Reinforcing Steel		Windows/Glazing	5	Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	10
		Metal Decking		SS/Drywall		Controls	2
		Masonry		Drywall Taper	3	Pool Piping	
		Rough Carpentry		Resilient Tile	6		
		Finish Carpentry		Ceramic Tile	4	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	76
						<b>SITE TOTAL</b>	

## JOB DELAYS OR POSSIBLE DELAYS:

## QAQC

As previously noted and discussed with Ventana

## GENERAL COMMENTS: ( Job progress-schedule items started, not started etc.)

		Comments
Demolition	23	2AB - Green arena exterior demo. Blue arena interior demo, drywall removal from steelstud walls and asbestos abatement to CMU walls
Formwork	2	1C - Faceted formwork for lifeguard glazing
Glazing	5	1C - Beauty cap install to N & NW elevations
Tapers	3	1C - Patching and sanding walls after primer coat
Flooring	6	1C - Install rubber flooring to 2nd floor weight room
Ceramic tile	4	1C - Floor tiling to universal changeroom, male & female changeroom entrances
Painting	7	1C - Primer coat to walls of weight room, fitness area, coordinators area
Concrete grinding	2	1C - Commence main floor concrete slab grinding of high points, ahead of rubber floor install
Plumbing	5	1C - Pool piping to pool equipment room. Install sinks to male & female changerooms
Mechanical	4	1C - Working on HVAC ducting to 2nd floor. Commence commissioning of RYU's that control weights, changerooms areas
Electrical	10	1C - Install Fire Exit signage, bells and strobes. Wiring to parkade electrical room panels. Install panels and wiring to pool equipment room. Pulling wire to main floor coordinators area
Controls	2	1C - Control programming to boiler room panel

# Field Review Report



Project: PCCC  
 Reporting Date: 2019-09-24  
 Prepared By: Alun Lewis

Weather: Sunny: x  
 Cloudy: x

Rain: \_\_\_\_\_  
 Snow: \_\_\_\_\_

Wind: \_\_\_\_\_  
 Other: \_\_\_\_\_

Temperature: High of: 17  
 Low of: 12

Tango's Staff: (# on site)		Trade Contractor's					
Superintendents	1	Demolition	13	Waterproofing		Painting	3
Engineers		Site Work		Scaffolding		Misc. Specialties	2
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	4
Carpenters		Concrete Formwork	2	Roofing		Mechanical	2
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	4	Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	8
		Metal Decking		SS/Drywall		Controls	1
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile	4		
		Finish Carpentry		Ceramic Tile	3	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	46
						<b>SITE TOTAL</b>	

## JOB DELAYS OR POSSIBLE DELAYS:

Corrections required to pool edge due to elevation and missing block out for tiling detail

## QAQC

As previously noted and discussed with Ventana

## GENERAL COMMENTS: ( Job progress-schedule items started, not started etc.)

		Comments
Demolition	13	2AB - Demo of blue arena structure. Interior strip of green arena and offices / reception area.
		Interior strip of library
Formwork	2	1C - Strip formwork to faceted curb to lifeguard room and locker pads to universal changeroom
Glazing	4	1C - Install frames & glass to outside of universal changeroom
Flooring	4	1C - Wood floor to 2nd floor fitness area
Ceramic tile	3	1C - Tiling to bench of staaff changeroom. Grouting to universal changeroom. Set forms for
		pool liping edge. Waterproofing to pool
Painting	3	1C - Painting to stairwell from boiler room
Mirrors	2	1C - Install mirrors to main floor weight room walls
Plumbing	4	1C - Pool plumbing to pool equipment room. Insrtall faucets to male & female changerooms
Electrical	8	1C - Pulling wiring to electrical panels in parkade electrical room & boiler room. Commissioing
		electrical ahead of deficiency inspections
HVAC	2	1C - Work with controls contractor on HVAC commissioning
Controls	1	1C - Controls programming of HVAC

## APPENDIX 4

Certificate of Payment No.33: October 18, 2019

# CERTIFICATE OF PAYMENT : No. 33 (Progress Claim 34)



<b>PROJECT:</b>	City of Port Coquitlam Community Centre	<b>FILE:</b>	3 - 9308
<b>LOCATION:</b>	2150 Wilson Ave, Port Coquitlam, BC	<b>INSPECTION DATE:</b>	01-Oct-19
		<b>CERTIFICATE DATE:</b>	18-Oct-19

<b>Owner</b>	<b>Design-Builder</b>
The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3	Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5
Attention: Ms. Kristen Dixon	Attention: Mr. Andrew Cameron

		Contract Price	Change orders	Revised Contract Price
<b>Total Contract Amount</b>		\$ 116,717,000	\$ 8,831,863	\$ 125,548,863

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 80,548,859	\$ 79,023,644	\$ 1,525,215	\$ 152,522	\$ 1,372,694
<b>Total Work Completed</b>	<b>\$ 80,548,859</b>	<b>\$ 79,023,644</b>	<b>\$ 1,525,215</b>	<b>\$ 152,522</b>	<b>\$ 1,372,694</b>
Add: Holdback Released	\$ 1,002,729	(1,002,729)	\$ 0	\$ 0	\$ 0
<b>Current Net Payable</b>			<b>\$ 1,525,215</b>	<b>\$ 152,522</b>	<b>\$ 1,372,694</b>
Plus GST (5.0%) on Net Payable					\$ 68,635
<b>Total Current Payable Amount</b>					<b>\$ 1,441,328</b>
Holdback Retained to Date (incl. this Certificate)					\$ 6,552,157
Total GST Paid to Date (incl. this Certificate)					\$ 3,449,835
<b>PROJECT COST TO COMPLETE</b>					<b>\$ 45,000,005</b>

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$1,441,328 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending September 30, 2019. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$152,522. The total holdback retained to date is \$6,552,157 and the total GST paid to date is \$3,449,835 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$45,000,005 (Not incl. GST & holdback).

<b>CERTIFIED BY:</b>	<b>REVIEWED BY:</b>
	
Neil Murray, MRICS Associate Director	Rob Wilson, MRICS, PQS Director



## APPENDIX 5

### Project Dashboard – September 30, 2019

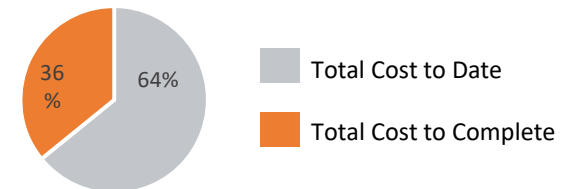
# PROJECT DASH BOARD

Updated: 2019-9-30

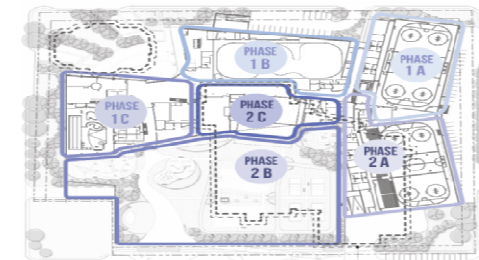
## PROJECT SCHEDULE

Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Apr-19					
Permits	Feb-17	Jul-19					
Procurement	Feb-17	May-19					
Phase 1A - Participant Ice	Mar-17	Jul-19					
Phase 1B - Leisure Ice & Library	Apr-17	Jul-19					
Phase 1C - Aquatics, Fitness, All Age & Admin	Aug-17	Dec-19					
Phase 2A - Spectator Ice	Oct-19	Jul-21					
Phase 2B - Underground Parking	Oct-20	Oct-21					
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Jul-21					

## CONSTRUCTION BUDGET



## PHASING PLAN



### PHASE 1A - Overview



### PHASE 1B - Overview



### PHASE 1C - Overview



## APPENDIX 6

Architecture 49 Letter of Construction Conformance: October 10, 2019

Architecture49 Inc.  
270 - 1075 West Georgia  
Vancouver BC  
V6E 3C9

T 1.604.736.5329  
F 1.604.736.1519  
architecture49.com

Oct. 10, 2019

Tango Management Group  
2288 Manitoba Street  
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director  
[lreilly@tangomanagment.ca](mailto:lreilly@tangomanagment.ca)

**Reference: Port Coquitlam Community Recreation Complex, Port  
Coquitlam, BC**

To whom it may Concern:

We reviewed the project on-site on Sept. 27, 2019 and via photographs, and based on the visit, review, photos, inspection reports and ongoing correspondence with the site supervisor to date, we verify that to the best of knowledge the work is progressing generally in accordance with the project's IFC drawings, specifications and building permits issued to date.

Sincerely,  
**ARCHITECTURE49 INC.**



Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA  
Managing Principal

## APPENDIX 7

Architecture 49 Site Report #56: September 27, 2019

Mention of the items listed below shall constitute written notification to the Contractor that such items must be rectified or carried out as soon as practical to bring them in accordance with the contract drawings, approved shop drawings and/or specifications. Unless specifically noted to the contrary, this work shall be carried out as part of the contract price and at no additional cost to the owner. This shall not be construed as relieving the Contractor of the responsibility of making all work complete, accurate and in conformance with the drawings and specifications. The Contractor is responsible for the safety in and about the job site.

<b>DATES:</b>			Site Visit: Tuesday, 2019-09-27	Report Issued: 2019-10-07
<b>PROJECT:</b>			<b>Port Coquitlam Community Recreation Complex</b>	<b>159-00406-02</b>
<b>ADDRESS:</b>			2150 Wilson Ave, Port Coquitlam, BC	
<b>BUILDING PERMIT #:</b>			Permit No.: BP-011897	
<b>GC CONTACT INFO:</b>			Project Manager: Joseph Lenz - 778-628-3942 Proj Coordinator: Tallon O'Neill - 604-785-0176 Lead Site Superintendent: Jerry Brouwer - 778-255-4001	
<b>REPORT BY:</b>			Architecture49 – Adam Chambers	<b># Pages in Report:</b> 43
<b>REVIEWED BY:</b>			Stella Nicolet	
<b>VISIT REQUESTED BY:</b>			Ventana Construction (POCO) Corporation	
<b>ATTENDEES:</b>			Architecture49 – Adam Chambers Time on Site: 9:30am – 12:30pm	
<b>WEATHER:</b>			Temp: 16°C      Mark Applicable: Sunshine <input checked="" type="checkbox"/> & Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/>	
<b>DISTRIBUTION:</b>				
Ventana Construction (PoCo) Corp, VCC: Andrew Cameron, <a href="mailto:acameron@ventanaconstruction.com">acameron@ventanaconstruction.com</a> Joseph Lenz, <a href="mailto:jlenz@ventanaconstruction.com">jlenz@ventanaconstruction.com</a> Tallon O'Neill, <a href="mailto:toneill@ventanaconstruction.com">toneill@ventanaconstruction.com</a> Jerry Brouwer, <a href="mailto:jbrouwer@ventanaconstruction.com">jbrouwer@ventanaconstruction.com</a> Jayson Piesche, <a href="mailto:jpiesche@ventanaconstruction.com">jpiesche@ventanaconstruction.com</a> Matt Fraser, <a href="mailto:mfraser@ventanaconstruction.com">mfraser@ventanaconstruction.com</a>  Tango Management Group, TMG: Lewis Reilly, <a href="mailto:lreilly@tangomanagement.ca">lreilly@tangomanagement.ca</a>			Architecture49 Inc, A49: Stella Nicolet, <a href="mailto:stella.nicolet@architecture49.com">stella.nicolet@architecture49.com</a> Simon Mellor, <a href="mailto:simon.mellor@architecture49.com">simon.mellor@architecture49.com</a> Antonio Rigor, <a href="mailto:antonio.rigor@architecture49.com">antonio.rigor@architecture49.com</a> Ruth Morrison, <a href="mailto:ruth.morrison@architecture49.com">ruth.morrison@architecture49.com</a>	
Note: Item # prefix indicates report number.				
<b>OBSERVATIONS</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>			<b>ACTION</b>
	<b>General Notes/Observations:</b> <ul style="list-style-type: none"> <li>Where no "ACTION" tagged in column to right, general observations are noted.</li> <li>References to <i>north</i>, <i>south</i>, <i>east</i>, <i>west</i> - dictated by the "Drawing Sheet Plan North".</li> <li>Site work appears in general compliance with the construction documents; unless noted otherwise.</li> <li>Health and site safety measures observed to be in place.</li> <li></li> </ul>			

ITEM	DESCRIPTION	ACTION
56.0	<p><b>Items Viewed/Noted:</b></p> <ol style="list-style-type: none"> <li>1. Steam room tiling and tile backer installation in progress.</li> <li>2. Pool change-room tiling in progress.</li> <li>3. Concrete finishing and waterproofing in Pool in progress.</li> <li>4. Hot tub fill test in progress.</li> <li>5. Small Multi-Purpose Room flooring underway.</li> <li>6. Level 2 washroom finishes in progress.</li> <li>7. Demolition of existing community centre underway.</li> <li>8. Demolition of existing library underway.</li> <li>9. Level 1 and 2 Fitness Centre mirror wall installation in progress.</li> <li>10. Pool change-room painting in progress.</li> <li>11. Level 2 Fitness Studio door adjustments in progress.</li> <li>12. Chlorine Room Floor Sealer in progress.</li> <li>13. Level 1 and 2 Fitness Office Millwork installation in progress.</li> <li>14. Pool Change-room accessories and hardware installation in progress.</li> <li>15. Pool Change-room locker installation in progress.</li> <li>16. P1AB Dry Change-room construction in progress.</li> </ol> <p>The photos per categories noted here below and found on the following pages indicate observations made on site.</p> <p><b>Photo Reference:</b></p> <p>56.1 BUILDING EXTERIOR</p> <p>56.2 BUILDING INTERIOR</p> <p>56.3 ROOF</p> <p><b>56.4 Miscellaneous Items:</b></p> <p>A49 spoke with VCC about the pool fill tests that were and continue to be conducted. VCC advised that they would forward survey results from tests to A49 for our records.</p> <p>A49 observed pre-occupancy life and fire safety testing and demonstration of fire alarm systems and sprinkler function, with Mechanical and Electrical Consultants.</p> <p>VCC proposed that at the south elevation sliding doors in the pool that they would chip out 50mm of the existing concrete slab to allow for a deeper recess for the sill and waterproofing. This relates to the proposed detail in RFI-543.</p>	<p>VCC</p> <p>-</p> <p>-</p>



## Site Observation Report

Report Generated	Oct 07, 2019 <i>at</i> 11:21 AM
by	<a href="#"><i>Adam Chambers</i></a>
Message	<b><i>Issue Detail</i></b>
Total items in this report	33
Sorted By	Title (descending)
Filtered on	Status (Open) Subtype (Action Required, Deficiency, Observation) Created (from 2019-09-27 to 2019-10-03)

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#369 56.1.03 - Ext - Repair or Replace Door S1C3A and Repair and Make Good Membrane Termination .....	5
#345 56.2.01 - Int - Pool Progress .....	6
#346 56.2.02 - Int - Level 2 Weight Room Progress .....	7
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#357 56.1.01 - Ext - Path from Stair 3 Exit Door to Sidewalk to be completed.

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype	Action Required / Action Required
Location	P1C > Exterior > Wall > Pool/Fitness West (Door S1C3A to sidewalk)
Root Cause	
Checklist Source	
Reference Drawing	
Creator	Adam Chambers Architecture49
Issue Owner	Adam Chambers Architecture49
Assignee	
Description	Path to be completed from exit door to sidewalk.

PHOTOS



IMG\_0188.JPG - Oct 02, 2019 - Adam Chambers

#365 56.1.02 - Ext - Door 1C200 sill to be Sealed and Waterproofed

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype	Action Required / Action Required
Location	P1C > Exterior > Roof > Dehumidifier (Door to Dehumidifier roof from interior)
Root Cause	
Checklist Source	
Reference Drawing	
Creator	Adam Chambers Architecture49
Issue Owner	Adam Chambers Architecture49
Assignee	
Description	Door 1C200 sill to be sealed and waterproofed. Daylight was visible from the interior of building.

PHOTOS



IMG\_0209.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0208.JPG - Oct 02, 2019 - Adam Chambers

#369 56.1.03 - Ext - Repair or Replace Door S1C3A and Repair and Make Good Membrane Termination

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Exterior > Wall > Pool/Fitness West

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Repair or replace door S1C3A. Seal around final door. Terminate membrane at door sill so that it is not exposed to the interior.

PHOTOS



IMG\_0223.JPG - Oct 02, 2019 - Adam Chambers

#345 56.2.01 - Int - Pool Progress

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Level 1 > 1C139 - POOL

Root Cause

Checklist Source

Reference Drawing

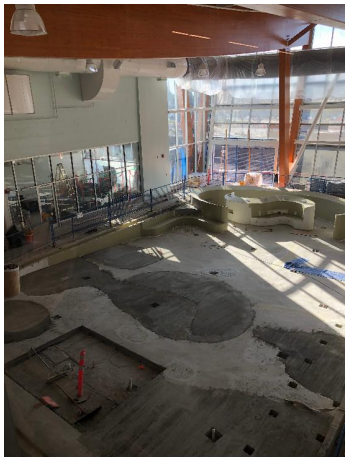
Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

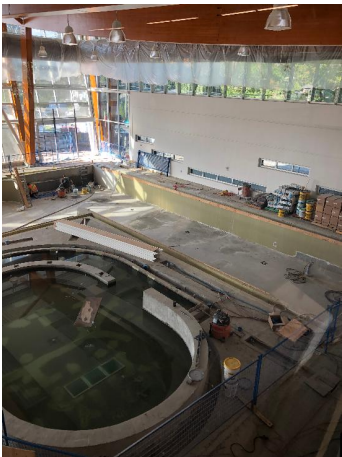
Assignee

Description Progress of the pool construction and fill tests.

PHOTOS



IMG\_0153.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0154.JPG - Oct 02, 2019 - Adam Chambers

#346 56.2.02 - Int - Level 2 Weight Room Progress

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Level 2 > 1C231 - WEIGHT ROOM LEVEL 2

Root Cause

Checklist Source

Reference Drawing

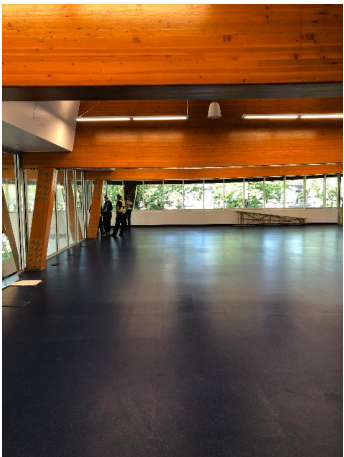
Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

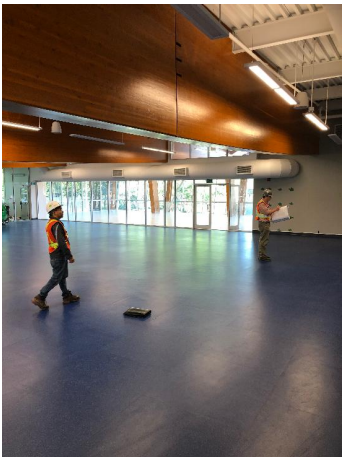
Assignee

Description Progress of the Level 2 Weight Room

PHOTOS



IMG\_0155.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0156.JPG - Oct 02, 2019 - Adam Chambers



#347 56.2.03 - Int - Fire Stopping missing at Penetrations to Electrical Closet

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype

Action Required / Action Required

Location

P1C > Level 2 > 1C227 - SPORT MEDICINE

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Through penetrations into Electrical Closet 1C225 to be Fire Stopped. Continuation of item 52.276

PHOTOS



IMG\_0157.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0161.JPG - Oct 02, 2019 - Adam Chambers

#348 56.2.04 - Int - Alternate Solution Sprinklers in Stair 3

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Observation / Observation

Location

P1C > Level 2 > S1C3 - STAIR 1C3

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Alternate Solution Sprinklers have been installed at interior glazing in Stair 3.

PHOTOS



IMG\_0162.JPG - Oct 02, 2019 - Adam Chambers

#349 56.2.05 - Int - Alternate Solution Signage at Sprinkler Control Valves

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Parking > 1C001 - BOILER ROOM (Sprinkler Valve Bank in North-East Corner of room.)

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Required signage as part of the alternate solution for glazing in fire separations is visible and placed on correct sprinkler zones.

PHOTOS



IMG\_0166.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0167.JPG - Oct 02, 2019 - Adam Chambers

#350 56.2.06 - Int - Fire Separation of Parkade Level Vestibule at Stair 3 to be Reviewed and Updated

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Parking > 1C009 - VESTIBULE

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Based on discussions while onsite, A49 to issue SI for Fire Rated ceiling to maintain continuity of fire separation. Door S1C0 to be changed for a 1.5 HR rated door to maintain Stair 3 separation from building for Fitness Centre Occupancy.

Post Review Note: SI-188 was issued addressing both of these changes to Architectural Drawings.

PHOTOS



IMG\_0169.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0168.JPG - Oct 02, 2019 - Adam Chambers

#351 56.2.07 - Int - Floor Sealant Progress

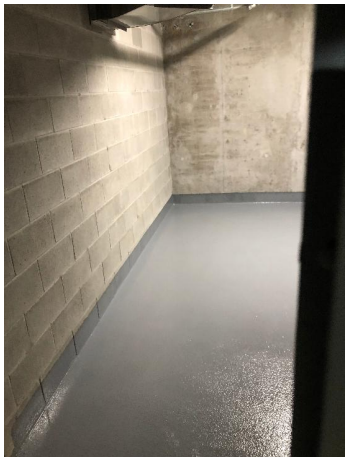
OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation  
Location P1C > Parking > 1C004 - CHLORINE STORAGE ROOM  
Root Cause  
Checklist Source  
Reference Drawing  
Creator Adam Chambers Architecture49  
Issue Owner Adam Chambers Architecture49  
Assignee  
Description Progress of the chemical resistant sealant.

PHOTOS



IMG\_0175.JPG - Oct 02, 2019 - Adam Chambers

#352 56.2.08 - Int - Fire Stopping to be Completed

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Action Required / Action Required

Location

P1C > Level 1 > 1C124B - STORAGE (Mechanical Shaft Walls)

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

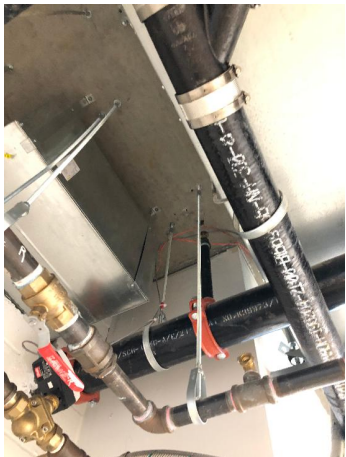
Adam Chambers Architecture49

Assignee

Description

Fire Stopping to be completed at penetrations and joints of mechanical shaft.

PHOTOS



IMG\_0180.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0178.JPG - Oct 02, 2019 - Adam Chambers

#353 56.2.09 - Int - Sealant to be Completed

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C123 - FITNESS STUDIO (Glazed wall separating Fitness Studio from Weight Room at Exterior Curtain Wall.)

Root Cause

Checklist Source

Reference Drawing

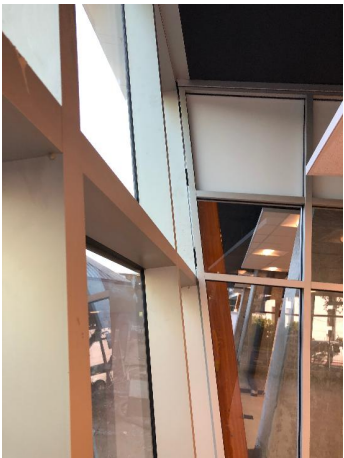
Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Sealant between storefront glazing and curtain wall to be completed.

PHOTOS



IMG\_0182.JPG - Oct 02, 2019 - Adam Chambers



#354 56.2.10 - Int - Grout Underneath Mullion to be Repaired and Made Good

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C121 - WEIGHT ROOM LEVEL 1 (Exterior wall between GL's 1C-5 and 1C-6)

Root Cause

Checklist Source

Reference Drawing

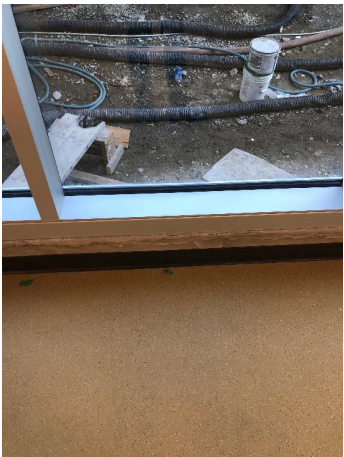
Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Grout underneath mullion to be repaired and made good.

PHOTOS



IMG\_0184.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0183.JPG - Oct 02, 2019 - Adam Chambers

#355 56.2.11 - Int - Sealant required at Glazing/Curb Interface

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype

Action Required / Action Required

Location

P1C > Level 1 > 1C121 - WEIGHT ROOM LEVEL 1 (Intersection of Exterior and Interior Glazing near Entrance to Weight Room)

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Gap between mullion and concrete curb to be sealed.

PHOTOS



IMG\_0185.JPG - Oct 02, 2019 - Adam Chambers

#356 56.2.12 - Int - Millwork installation progress in Fitness Office

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Level 1 > 1C122 - FITNESS OFFICE

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Progress of the millwork installation in Fitness Office 1C122.

PHOTOS



IMG\_0187.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0186.JPG - Oct 02, 2019 - Adam Chambers

#359 56.2.13 - Int - Column Finish to be Repaired

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C123 - FITNESS STUDIO (West side of room)

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Concrete repair to column is cracking. Repair and make good.

PHOTOS



IMG\_0194.JPG - Oct 02, 2019 - Adam Chambers

#360 56.2.14 - Int - Ceiling Tile Edge to be Completed around TRX Support Steel

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C123 - FITNESS STUDIO

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Ceiling Tile edge around TRX support steel to be completed with corner pieces to match similar openings through ceiling.

PHOTOS



IMG\_0195.JPG - Oct 02, 2019 - Adam Chambers

#361 56.2.15 - Int - Repair or Replace Door S1C3

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 1 > S1C3 - STAIR 1C3

Root Cause

Checklist Source

Reference Drawing

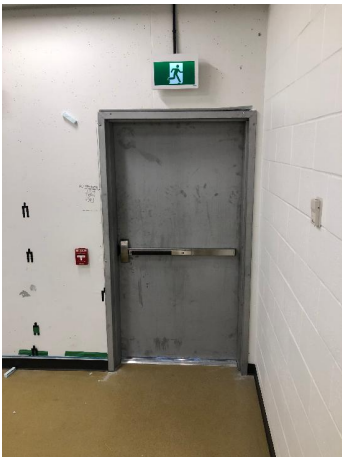
Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Repair or replace door S1C3 as gaps visible around door.

PHOTOS



IMG\_0199.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0198.JPG - Oct 02, 2019 - Adam Chambers

#362 56.2.16 - Int - Toilet Partitions and Hardware to be Installed

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Action Required / Action Required

Location

1C222 & 1C223

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Toilet partitions and hardware to be installed.

PHOTOS



IMG\_0202.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0204.JPG - Oct 02, 2019 - Adam Chambers



#363 56.2.17 - Int - Flooring Installation Progress in the Small Multipurpose Room

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Level 2 > 1C220 - SMALL MULTIPURPOSE

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Progress of the patterned flooring installation.

PHOTOS



IMG\_0206.JPG - Oct 02, 2019 - Adam Chambers

#364 56.2.18 - Int - Flashing around Glulam

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Level 2 > 1C220 - SMALL MULTIPURPOSE

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Metal flashing installation around Glulam penetration of concrete shear wall.

PHOTOS



IMG\_0207.JPG - Oct 02, 2019 - Adam Chambers

#366 56.2.19 - Int - Flooring Base to be installed.

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 2 > 1C230 - FITNESS STUDIO

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Flooring base around room and columns was discussed with VCC as traditional rubber base may not be wide enough to cover expansion gap. A49 would prefer a product similar to Johnsonite Vented Cove Base.

PHOTOS



IMG\_0215.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0216.JPG - Oct 02, 2019 - Adam Chambers

#367 56.2.20 - Int - Scratches on Glazing Mullion to be Repaired

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Action Required / Action Required

Location

P1C > Level 2 > 1C231 - WEIGHT ROOM LEVEL 2 (East side of glazing around Stair 3.)

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

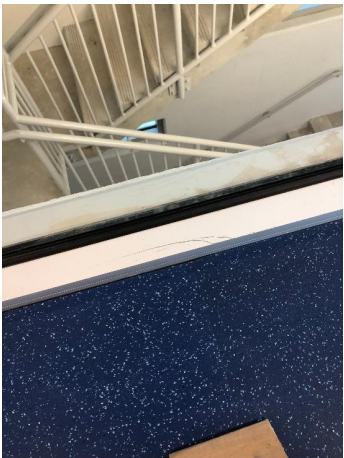
Adam Chambers Architecture49

Assignee

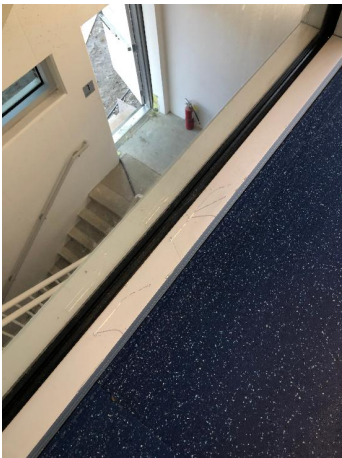
Description

Scratches on glazing mullions to be repaired. Glazing installer noted that the glazing caps can be replaced to eliminate the scratches.

PHOTOS



IMG\_0217.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0218.JPG - Oct 02, 2019 - Adam Chambers

#368 56.2.21 - Int - Tactile Warning and Contrasting Nosing to be Painted in Stair 3

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Action Required / Action Required

Location

P1C > Level 1 > S1C3 - STAIR 1C3 (Stair nosing and tactile warning at all levels)

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

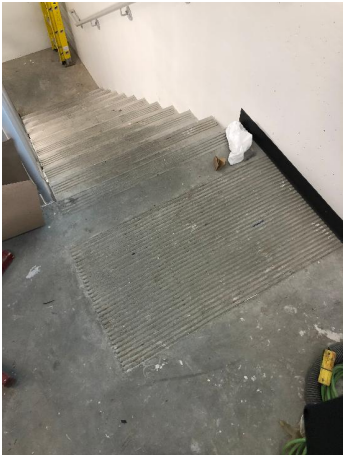
Adam Chambers Architecture49

Assignee

Description

Tactile warning and contrasting nosing to be painted.

PHOTOS



IMG\_0221.JPG - Oct 02, 2019 - Adam Chambers

#370 56.2.22 - Int - Pool Area Staff Change Room Progress

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Observation / Observation

Location

P1C > Level 1 > 1C136 - STAFF CR

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG\_0225.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0226.JPG - Oct 02, 2019 - Adam Chambers

#371 56.2.23 - Int - Pool Entry Corridor Progress

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation  
Location P1C > Level 1 > 1C125 - CORRIDOR  
Root Cause  
Checklist Source  
Reference Drawing  
Creator Adam Chambers Architecture49  
Issue Owner Adam Chambers Architecture49  
Assignee  
Description

PHOTOS



IMG\_0227.JPG - Oct 02, 2019 - Adam Chambers



#372 56.2.24 - Int - Pool Area Janitor Room Progress

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Level 1 > 1C138 - JANITOR

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG\_0228.JPG - Oct 02, 2019 - Adam Chambers

#373 56.2.25 - Int - Steam Room Tile and Backer Progress

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Observation / Observation

Location

P1C > Level 1 > 1C140 - STEAM ROOM

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG\_0232.JPG - Oct 02, 2019 - Adam Chambers

#374 56.2.26 - Int - Universal Change Room Progress

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location P1C > Level 1 > 1C126 - UNIVERSAL CHANGE ROOM

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG\_0234.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0233.JPG - Oct 02, 2019 - Adam Chambers

#376 56.2.27 - Int - Pool Change Room Paint Colour Termination

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C125 - CORRIDOR (Entrance to Male and Female Change Rooms)

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Continue paint EP9 around end of block wall to meet with current edge of EP6.

PHOTOS



IMG\_0229.JPG - Oct 02, 2019 - Adam Chambers

#377 56.2.28 - Int - Clean Up and Make Good Pipe Penetration

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 2 > 1C231 - WEIGHT ROOM LEVEL 2 (East Side near mirror wall)

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Repair and make good membrane at pipe penetration.

PHOTOS



IMG\_0801.JPG - Oct 02, 2019 - Adam Chambers

#358 56.4.01 - Mis - Existing Library Demolition Progress

OPEN

Created

Oct 02, 2019

Due Date

Type / Subtype

Observation / Observation

Location

Existing Library

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Demolition work on the existing library has begun.

PHOTOS



IMG\_0193.JPG - Oct 02, 2019 - Adam Chambers

#375 56.4.02 - Mis - Existing Community Centre Demolition Progress

OPEN

Created Oct 02, 2019

Due Date

Type / Subtype Observation / Observation

Location Existing Community Centre

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG\_0244.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0242.JPG - Oct 02, 2019 - Adam Chambers



## ISSUES TO RESOLVE:

(Not to circumvent RFI process)

### Previous Report Items:

- 52.276 – Conduit penetration into Electrical Room to be fire-stopped.
- 52.277 – Remove poly-vapour barrier and insulation from stud wall.
- 53.3.1. #287 – Roof – Missing caulking at s-lock parapet flashing. Provide Roofing Inspection Reports.
- 53.3.3. #289 – Roof – Scupper installation details; repair and make good.
- 53.3.4. #290 – Roof – Repair and make good bulges in adhered membrane [review with roof manufacturer/supplier].
- 53.3.5. #291 – Roof – Excessive amount of patching; gap at curb flashing to be repaired and made good. Provide Roofing Inspection Reports to indicate review of patch work acceptable.
- 53.2.4. #295 – Interior – End cap/cover required at south end of west side concrete wall. *Site noted as addressed. To be reviewed next visit.*
- 53.1.1. #296 – Exterior – Rebar interference with future landscaping at south entrance.
- 54.2.03. #304 – Interior – Pool ceiling panel installation.
- 54.2.08. #310 – Interior – Curtain wall fire-stopping detail to be provided for review. Confirmation of installed products to be provided.
- 54.2.11. #313 – Interior – Fire-stopping at Stair 3 Bulkhead
- 54.2.12. #314 – Interior – Cracked interior gypsum finish.
- 55.1.01. #319 – Exterior – Fix holes in west facing glulam beam and areas where the glulam has been damaged.
- 55.1.02. #320 – Exterior – Repair & make good stained west facing glulam beam.
- 55.2.10. #331 – Interior – Repair Holes and Seams in the foil face membrane of the sauna.
- 55.2.15. #336 – Interior – Concrete Edge at Level 2 glazing between pool and fitness centre to be repaired
- 55.2.19. #343 – Interior – Phase 1 Skate Lobby Resilient Tile Flooring Repairs.
- 55.3.01. #340 – Roof – Gaps to be repaired.

### This Report Items:

- 56.2.03. #347 – Interior – Fire Stopping Missing at Penetrations to Electrical Closet.
- 56.2.06. #350 – Interior – Fire Separation of Parkade Level Vestibule at Stair 3.
- 56.2.08. #352 – Interior – Fire Stopping to be Completed.
- 56.2.09. #353 – Interior – Sealant to be Complete.
- 56.2.10. #354 – Interior – Grout underneath Mullion to be Repaired and Made Good.
- 56.2.11. #355 – Interior – Sealant Required at Glazing/Curb Interface.
- 56.1.01. #357 – Exterior – Path from Stair 3 Exit Door to Sidewalk to be completed.
- 56.2.13. #359 – Interior – Column Finish to be Repaired.
- 56.2.14. #360 – Interior – Ceiling Tile Edge to be Completed around TRX Support Steel.
- 56.2.15. #361 – Interior – Repair or Replace Door S1C3.
- 56.2.16. #362 – Interior – Toilet Partitions and Hardware to be installed.
- 56.1.02. #365 – Exterior – Door 1C200 Sill to be Sealed and Waterproofed.
- 56.2.19. #366 – Interior – Flooring Base to be Installed.
- 56.2.20. #367 – Interior – Scratches on Glazing Mullion to be Repaired.
- 56.2.21. #368 – Interior – Tactile Warning and Contrasting Nosing to be Painted.
- 56.1.03. #369 – Exterior – Repair or Replace Door S1C3A and Repair and Make Good Membrane Termination.
- 56.2.27. #376 – Interior – Pool Change Room Paint Colour Termination.
- 56.2.28. #377 – Interior – Clean Up and Make Good Pipe Penetration.

## ISSUES RESOLVED:

(Since last Report)

- 54.2.14. #316 – Interior – Hot Tub drainage openings in concrete wall.
- 55.2.07. #328 – Interior – A49 to coordinate fire stopping detail based on site constructed condition and discussion with VCC.

# Issue

159-00406-02 - Poco Rec Centre

## #316 54.2.14 - Int - Hot Tub Drainage Openings Required

CLOSED

Created Aug 21, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C139 - POOL (North Hot Tub Wall)

Root Cause

Checklist Source

Reference Drawing

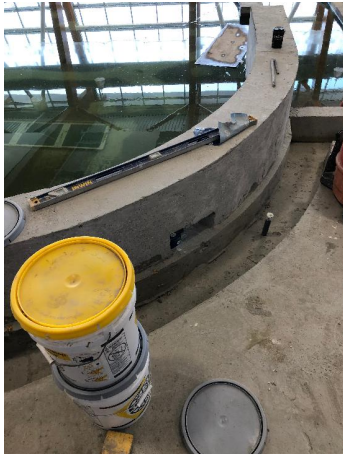
Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

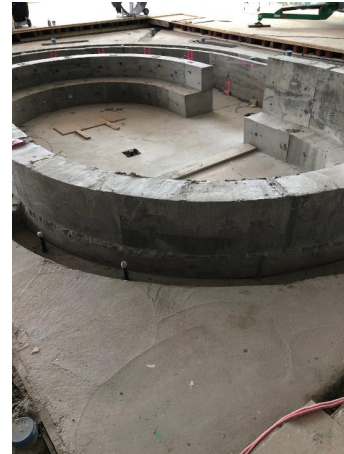
Assignee

Description Provide openings through concrete wall as noted on Drawing A-P1C-1101.

### PHOTOS



IMG\_0240.JPG - Oct 02, 2019 - Adam Chambers



IMG\_0115.JPG - Aug 21, 2019 - Adam Chambers

# Issue

159-00406-02 - Poco Rec Centre

## #328 55.2.07 - Int - Firestopping Detail at Stair 3 to be Coordinated

CLOSED

Created Sep 03, 2019

Due Date

Type / Subtype Action Required / Action Required

Location P1C > Level 2 > S1C3 - STAIR 1C3 (South glazing intersection with exterior curtain wall.)

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

Description A49 to review with Hilti firestopping detail of storefront glazing to curtain wall.

### Response

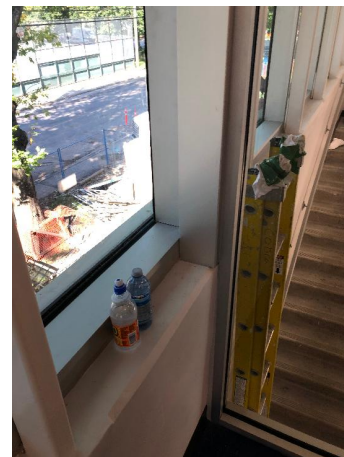
Hilti detail CED 344686a provided by A49 was not installed. VCC has advised on Sept. 30, 2019 that they have constructed the termination in accordance with ULC Design W414 and applied Hilti CP 606 at the transitions to the adjacent glazed assemblies. A49 is comfortable with VCC's installation.

By Adam Chambers - Oct 07, 2019 Architecture49

### PHOTOS



IMG\_0219.JPG - Oct 04, 2019 - Adam Chambers



IMG\_0220.JPG - Oct 04, 2019 - Adam Chambers

## PHOTOS



IMG\_20190827\_144547.jpg - Sep 03, 2019 - Adam  
Chambers

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	<i>END OF ARCHITECTURAL SITE OBSERVATION REPORT #56</i>
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Prepared by:



ARCHITECTURE | 49

**Adam Chambers**, B.Arch.Sc  
Building Technologist

### **RECOMMENDATION:**

That Committee of Council direct staff to proceed with parks bylaw sign installation as per Template A in the November 26, 2019 report.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

At the September 17, 2018, Finance & Budget Committee, the following motion was passed

*That \$20,000 be approved in 2019 for Parks Bylaw Signage.*

### **REPORT SUMMARY**

During the 2019 budget deliberations, Council requested staff report back with options for new parks bylaw signage prior to installation. This report presents signage designs which are intended to replace the current bylaw signage at City parks. The updated signs are intended to convey positive messaging on how our parks should be enjoyed and staff have attempted to include multiple messages in order to minimize the number of signs required at each location.

### **BACKGROUND**

Staff brought this project forward for consideration as a means to replace the current parks signage with consistent and refreshed messaging. Current parks bylaw signage is outdated and has surpassed its useful life; many bylaw numbers have changed over the years and signage has not always been refreshed in order to convey the correct information.

In some parks, there are a significant number of standalone bylaw signs creating visual clutter. The new bylaw signage designs are intended to reduce the number of signs required in each park and provide messaging through easy to understand icons.

This project will incorporate all bylaw changes made since the original signage was installed and will support bylaw compliance and enforcement.

### **DISCUSSION**

Current signage is included in Figure 1 below for Council's reference and comparison.



**Figure 1 – Current Parks Bylaw Signage**



Proposed signage is included in the figures below for Council's consideration. Staff have provided two template options for each message. The intent is to reduce the overall number of bylaw signage within our parks by combining icons applicable to each location into parks entryway signage (Figure 2). Staff have also included signage for specific messaging such as smoking, dog waste and littering which would be used sparingly to address specific concerns as necessary. Staff recommend Template A as it provides a more current, visual pleasing message and would enhance the character of our park network.

**Figure 2 – New Entry Way Signage**

*Template A*

*Template B*



**Figure 3 – New Dog Waste Signage**

*Template A*

*Template B*



**Figure 4 – New Non-Smoking Signage**

*Template A*



*Template B*

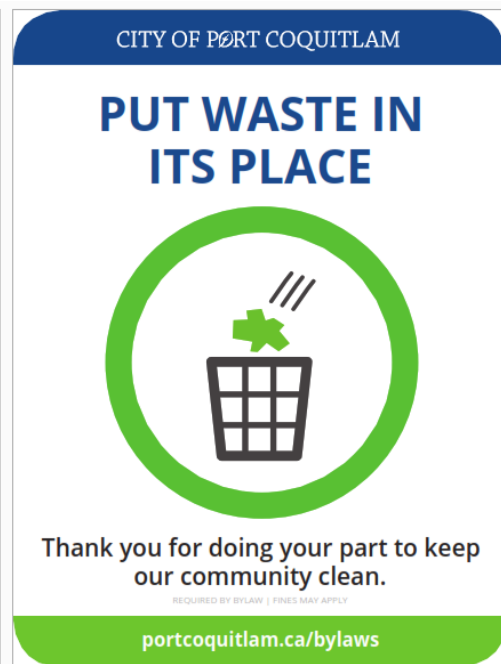


**Figure 5 – New Litter Signage**

*Template A*



*Template B*




## Parks Bylaw Signage

### **FINANCIAL IMPLICATIONS**

The parks bylaw sign installation work will be completed within the \$20,000 approved by the Finance & Budget Committee on September 17, 2018, and included in the 2019-2023 Financial Plan. This funding was intended to address signage at all parks across the City.

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Direct staff to proceed with parks bylaw sign installation as per Template A.
	2	Committee of Council provide direction on signage revisions
	3	Direct staff to redesign and bring back to Committee of Council

### **ATTACHMENTS**

None.

**Lead author(s):** Mitchell Guest, Doug Rose

### RECOMMENDATION:

That the 2019-2023 financial plan be amended by an increase of \$579,000 in revenues and expenses.

### REPORT SUMMARY

This report provides financial information about the City's ongoing operating activities until the end of the third quarter of 2019 and year-end forecasts. Managers have reviewed their respective sections to take into account work in progress or any emerging activities and these factors are reflected in the final year-end forecast figures. The year-end forecast suggests a net favourable variance of \$5,151,000 made up of \$5,507,000 (5.16%) of excess revenue, offset by an unfavourable variance in expenses of \$356,000 (0.42%). As expenditures are forecasted to exceed the approved budget, an amendment to the 2019-2023 financial plan is recommended.

### BACKGROUND

Over the past number of years, the City has taken efforts to minimize the annual tax burden; specifically, by not over-taxing for amounts that are not required to fund operations. In part, this has been accomplished by reducing the gap between budgeted revenues/expenditures and actual results, resulting in lower annual surpluses. To accomplish this, a number of initiatives were implemented, including:

- Establishing a \$300,000 offset against the expense budget (\$200,000 in labour and \$100,000 in contract services) to reflect the reality that staffing levels are lower than 100% (i.e. the City usually has some vacancies). This offset sits as a placeholder in Common Services at the beginning of the year and then is applied against specific departmental budgets later in the year once vacancy information is confirmed.
- Increasing revenue projections to better reflect anticipated actual revenues earned.
- Only adding payroll, materials and internal charge operating costs for capital assets to the budget once the need has been demonstrated (i.e. budgets are added in the year after costs have been incurred).
- Decreasing the cost share percentage applied to the RCMP budget and increasing the amount of operating funding from the RCMP operating reserve (funded from prior year RCMP surpluses) to account for anticipated vacancies.

Over time, these initiatives have resulted in a decreasing gap between budget and actuals for many functions within the City.

## 2019 Q3 Operating Variance

As the gap between budget and actuals narrows, variance reporting has become a critical tool for ensuring that the City is on track financially. As of Q2, the City was forecasting a net favourable variance of \$3,201,000 made up of \$3,952,000 of excess revenue, offset by an unfavourable variance in expenses of \$751,000. Under the *Community Charter*, a municipality can only make expenditures that are within the financial plan. So, while on a net basis the City was forecasting a \$3,292,000 surplus position, the expense forecast would result in expenditures exceeding the authorized budget. Because of this, staff have been monitoring expenses closely, and have prepared the Q3 variance report as early as possible to allow time for adjustments, if necessary.

### DISCUSSION

The forecast as of Q3 projects a net favourable variance of \$5,151,000, representing an increase of \$1,859,000 from the second quarter forecast.

Since Q2, revenue projections have increased by \$1,555,000 (from \$3,952,000) largely due to changes in forecast for investment income, sales of services and permits and licenses, but offset by decreases in forecasts for utility charges and taxation and other levies. Projections for expenses since Q2 have decreased by \$395,000 (from \$751,000) due to changes in forecast for Solid Waste, Sanitary Operations and Water Operations, offset by increases in Engineering & Public Works.

Overall, the Q3 estimates are consistent with Q2 in that the budgeted expenses are projected to be exceeded, however the amount has decreased significantly. More discussion about this specific issue, including options to address it, will be provided in the Financial Implications section of the report.

	2019 Budget	2019 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2019 YTD	YTD % of Budget
Operating Revenues	\$106,766,420	\$112,273,474	\$5,507,054	105.16%	\$109,119,415	102.20%
Operating Expenses	84,406,490	84,762,353	(355,863)	100.42%	61,491,568	72.85%
<b>Difference between revenue and expenses<sup>1</sup></b>	<b>\$22,359,930</b>	<b>\$27,511,121</b>	<b>\$5,151,191</b>	<b>123.04%</b>	<b>\$47,627,847</b>	<b>213.01%</b>

The following sections of this report break down this forecast into revenue and expenditure components.

<sup>1</sup> Difference between revenues and expenses relates to funds collected to transfer to reserves, and funds collected to pay off debt principle.

## 2019 Q3 Operating Variance

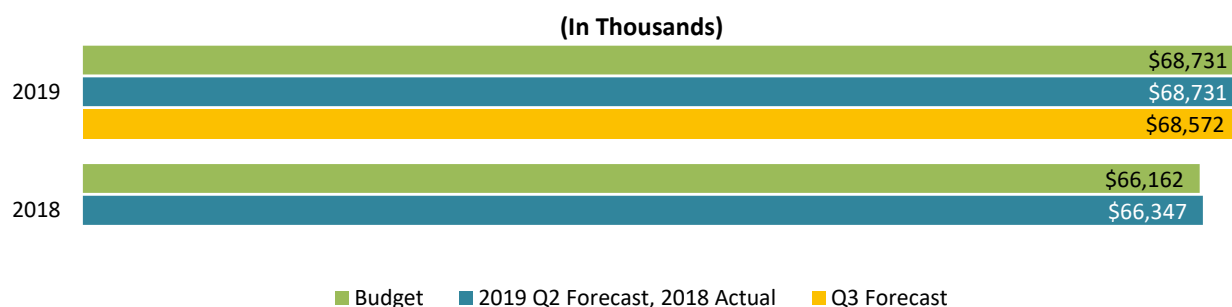
### Revenues by Source

Total operating revenues for 2019 are forecasted at \$112.3 million and are estimated to result in a \$5.5 million or 5.2% variance at year-end. Of this favourable variance, the majority is attributable to higher than expected investment income (\$2,685,000) due to better interest rates, and other revenues (\$1,241,000) due to unbudgeted reserve contributions for watercourse compensation, parking, cemetery expansion and bonus density.

Explanations for any significant variances have been provided in the department summaries below. These summaries also include supporting graphs which show 2019 Q3 forecasts, 2019 Q2 forecasts, and 2018 budget and actuals for comparative purposes.

	2019 Budget	2019 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2019 YTD	YTD % of Budget
Taxation and Other Levies	\$68,731,220	\$68,572,368	\$(158,852)	99.77%	67,972,355	98.90%
Utility Charges	24,206,700	24,275,478	68,778	100.28%	24,275,478	100.28%
Sale of Services	6,470,300	7,066,711	596,411	109.22%	5,329,170	82.36%
Contributions	2,013,700	2,288,443	274,743	113.64%	1,965,139	97.59%
Permits and Licenses	2,812,600	3,487,647	675,047	124.00%	3,464,878	123.19%
Investment Income	2,039,900	4,725,101	2,685,201	231.63%	4,258,979	208.78%
Penalties and Fines	429,500	553,965	124,465	128.98%	553,965	128.98%
Other Revenue	62,500	1,303,760	1,241,260	2086.0%	1,299,452	2079.1%
<b>Total Operating Revenue</b>	<b>\$106,766,420</b>	<b>\$112,273,473</b>	<b>\$5,507,053</b>	<b>105.16%</b>	<b>\$109,119,416</b>	<b>102.20%</b>

### Taxation and Other Levies

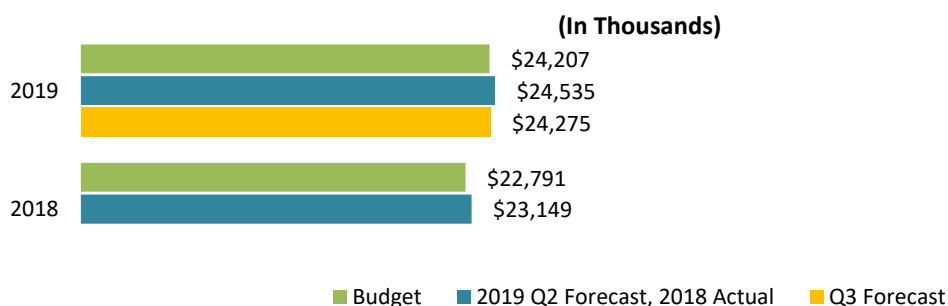




## 2019 Q3 Operating Variance

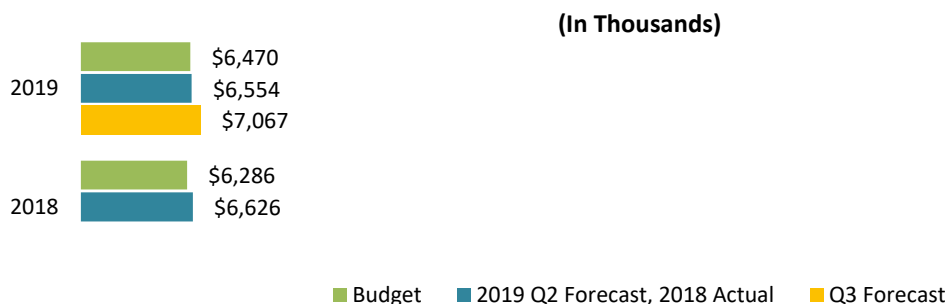
Minor unfavourable variance of \$159,000 due to assessment appeals resulting in downwards revision to assessment values and corresponding property taxes. In 2019 a number of appeals were successful in relation to affordable housing assessments. There are still a number of outstanding appeals for Metro Vancouver owned properties, which may potentially decrease assessment values and property taxes for 2020. The 2020 budget will be revised accordingly.

### Utility Charges



No significant variances forecasted.

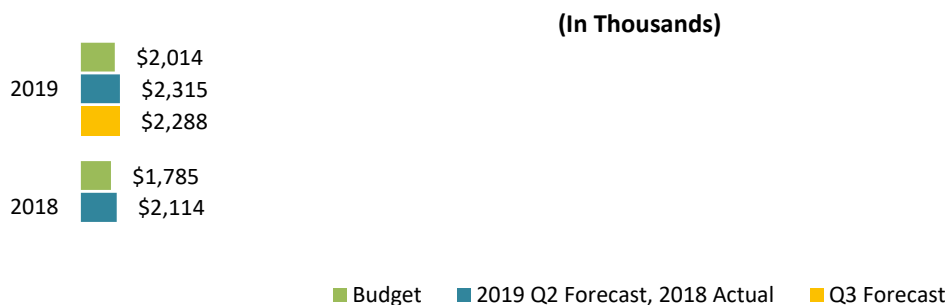
### Sales of Services



Favourable variance primarily due to more municipal services connection work than anticipated (\$411,000) and higher development services inspection revenues (\$161,000) resulting in higher revenues. This favourable variance in revenues for service connections is offset by a matching unfavourable variance in Engineering & Public Works expenses (no net loss).

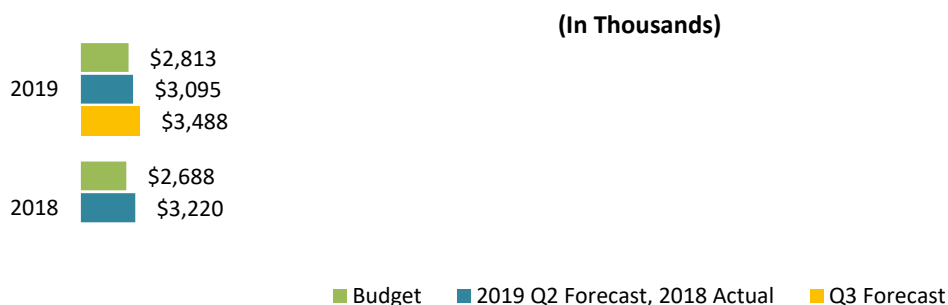
## 2019 Q3 Operating Variance

### Contributions



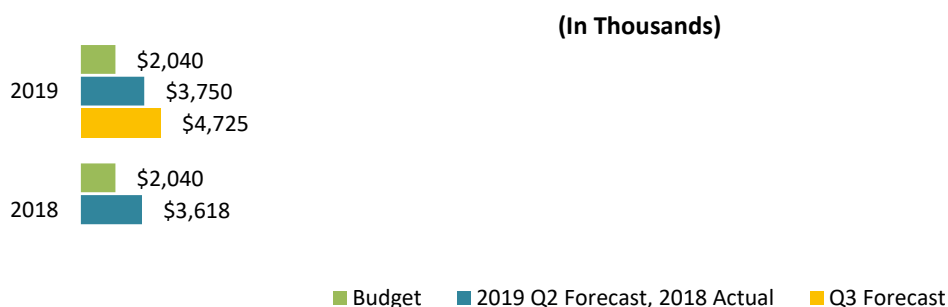
Favourable variance primarily due to an increase in TransLink Major Road Network funding (\$221,000) as a result of the addition of Kingsway Avenue to the funding formula.

### Permits and Licenses



Favourable variance of \$675,000 due to higher than anticipated building and other development, , revenues (\$580,000) and business licence revenue (\$124,000), which is partially offset by minor variances in other areas.

### Investment Income

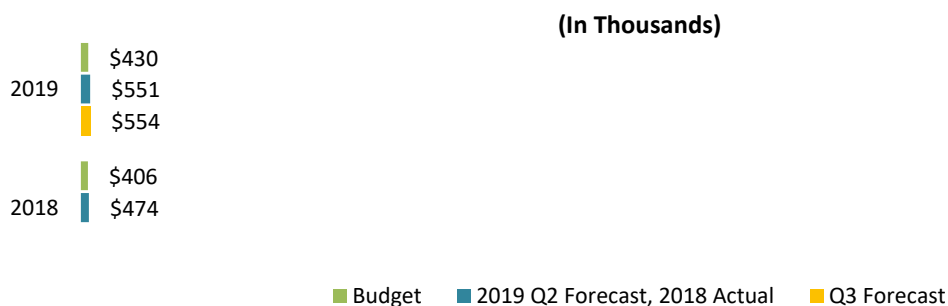


Favourable variance of \$2,685,000 due to higher than anticipated investment rates which have offset a decreasing investment balance as the City continues to fund a large capital program. Since

## 2019 Q3 Operating Variance

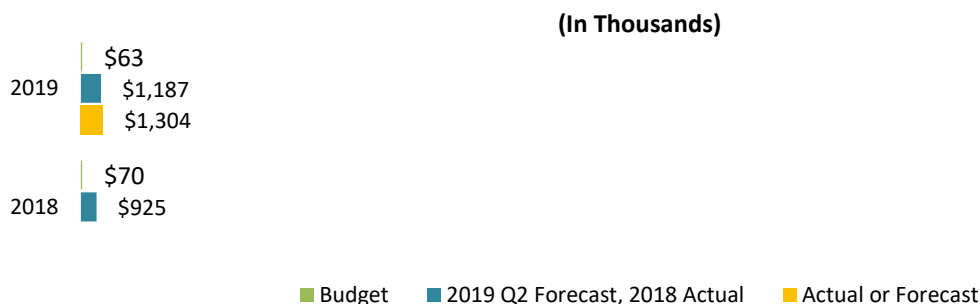
much of this investment income is earned on reserve funds, it is anticipated that at least \$1,000,000 of this variance will be transferred to the corresponding reserves (i.e it does not contribute to the available cash surplus at the end of the year).

### Penalties and Fines



Favourable variance of \$124,000 due to higher than budgeted revenues from penalties on late property tax payments.

### Other Revenue



Favourable variance of \$1,241,000 due to unbudgeted reserve contributions for watercourse compensation, parking, cemetery expansion and bonus density.

### Expenses by Function

Overall, operations are expected to fall within \$356,000 or 0.42% of budget with some areas over budget and some areas under budget. Of this unfavourable variance, the majority is attributable to higher costs in Engineering & Public Works (\$716,000) due to increased municipal services connection work and higher fleet operating costs, and Human Resources (\$460,000) due to arbitrations. These are offset in part by favourable variances in Solid Waste (\$246,000) due to less

## 2019 Q3 Operating Variance

green waste tonnage than expected, Sanitary Sewer (\$204,000) due to lower repair costs and Common Services (\$131,000) due to lease cost savings.

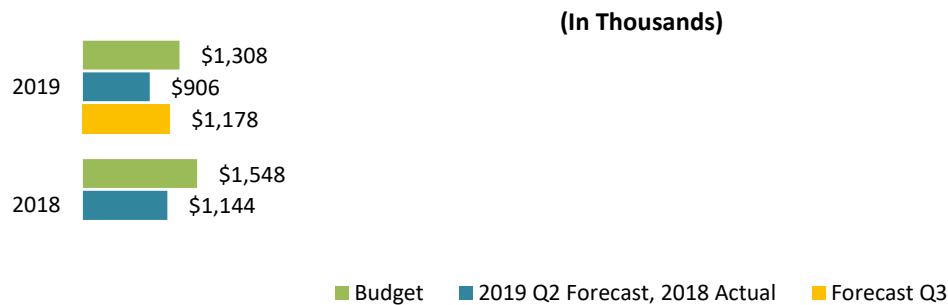
Explanations for any significant variances have been provided in the department summaries below. These summaries also include supporting graphs which show 2019 Q3 forecasts, 2019 Q2 forecasts, and 2018 budget and actuals for comparative purposes.

As this is the Q3 report, there remains a degree of uncertainty in the forecast, especially as it relates to costs that are not directly under the City's control (for example weather-related costs such as snow clearing and water consumption).

	2019 Budget	2019 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2019 YTD	YTD % of Budget
Common Services	\$1,308,400	1,177,550	130,850	90.00%	795,678	60.81%
Office of the CAO	313,100	330,000	(16,900)	105.40%	255,080	81.47%
Corporate Support	3,895,700	3,889,488	6,212	99.84%	3,181,056	81.66%
Finance	2,178,350	2,200,678	(22,328)	101.02%	1,661,155	76.26%
Human Resources	1,001,400	1,460,906	(459,506)	145.89%	1,266,907	126.51%
Engineering & Public Works	9,747,312	10,463,409	(716,097)	107.35%	8,319,034	85.35%
Recreation	13,342,292	13,253,400	88,892	99.33%	9,960,180	74.65%
Police Services	15,628,635	15,575,883	52,752	99.66%	7,441,451	47.61%
Fire & Emergency Services	12,633,200	12,631,677	1,523	99.99%	9,661,219	76.47%
Development Services	3,392,900	3,351,334	41,566	98.77%	2,575,982	75.92%
Solid Waste Operations	4,139,000	3,893,249	245,751	94.06%	3,034,664	73.32%
Water Operations	9,278,800	9,191,730	87,070	99.06%	6,454,173	69.56%
Sanitary Sewer Operations	7,547,400	7,343,050	204,350	97.29%	6,884,988	91.22%
<b>Total Operating Expenses</b>	<b>\$84,406,489</b>	<b>84,762,354</b>	<b>(355,864)</b>	<b>100.42%</b>	<b>61,491,567</b>	<b>72.85%</b>

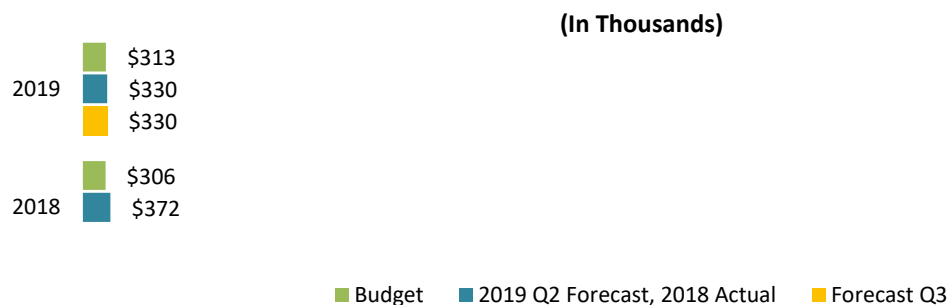
## 2019 Q3 Operating Variance

### Common Services



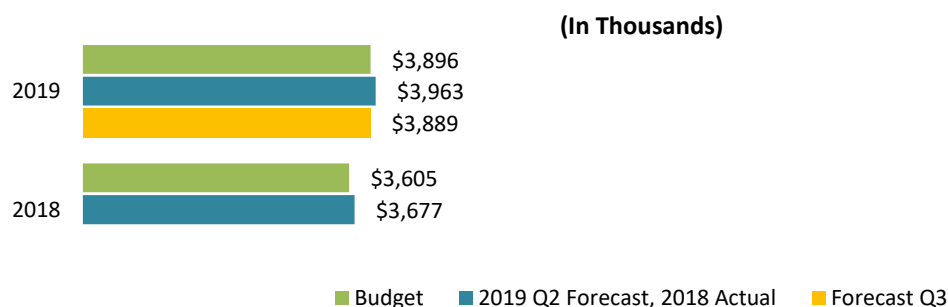
There is a favourable variance of \$130,000 due primarily to lower postage costs (\$27,900) and savings on the photocopier lease (\$90,000). The budget for the photocopier lease will be adjusted for 2020.

### Office of the CAO



No significant variances forecasted.

### Corporate Support

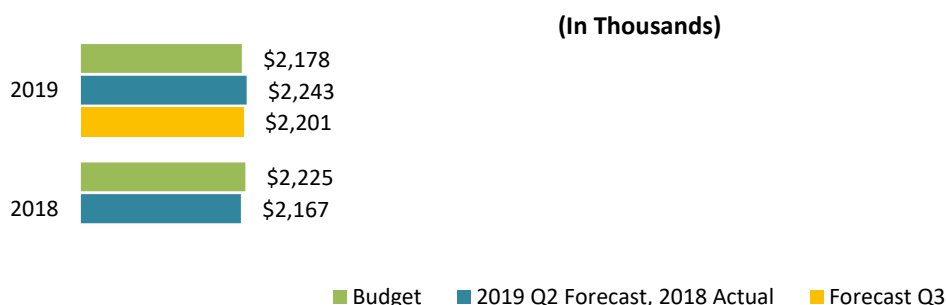


## 2019 Q3 Operating Variance

Minor favourable variance of \$7,000 due primarily to Information and Bylaw Services (vacancies), offset by unfavourable variances for Corporate Office (legal expenses).

Note - A portion (\$17,000) of the city's \$100,000 offset for contracted services has been allocated against the information services budget.

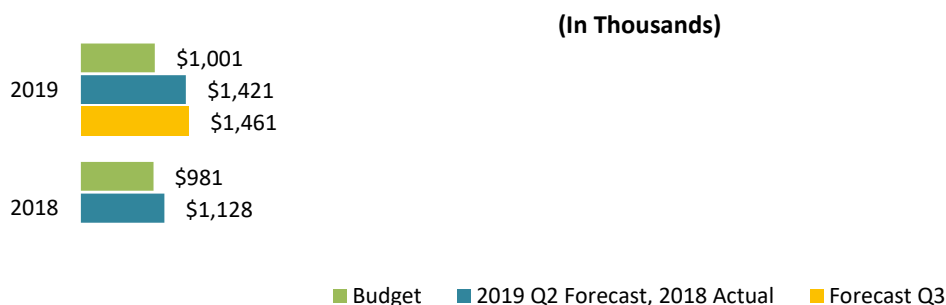
### Finance



No significant variances forecasted.

Note - A portion (\$33,000) of the city's \$100,000 offset for contracted services has been allocated against the Finance budget.

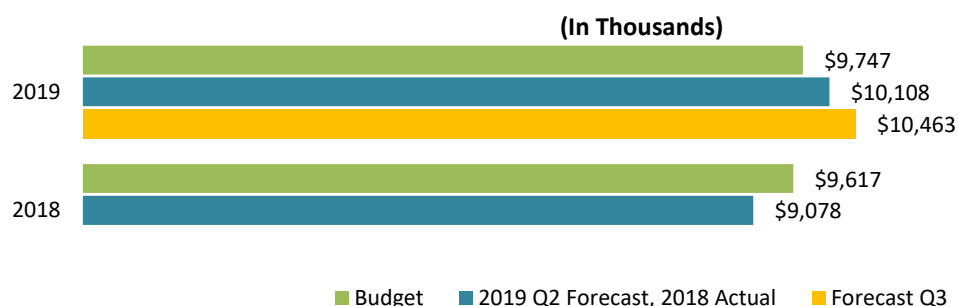
### Human Resources



Unfavourable projected variance of \$460,000 is due to higher than budgeted legal costs (\$558,000) due to arbitrations. Increased costs are partially offset by lower other personnel costs for training and development (\$104,000) as the city wide BCIT and Supervisory skills programs have not been delivered in 2019 due to instructor scheduling challenges and other operational conflicts.

## 2019 Q3 Operating Variance

### Engineering and Public Works



An unfavourable variance of \$716,000 can be broken down in to the following elements:

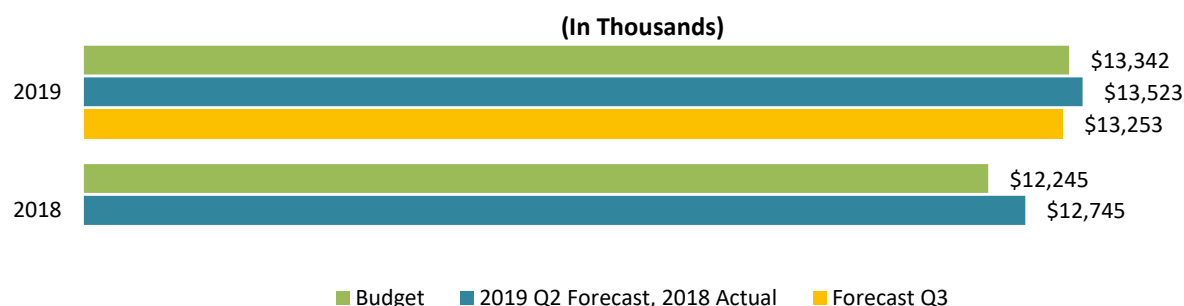
- Increased municipal services connection work (completed in 2019 resulting in an unfavourable variance of \$481,000. These expenses are offset by increased revenues as the work is done on a cost-recovery basis.
- Increased costs of \$212,000 are anticipated for fleet operating costs as a result of life cycle maintenance for four solid waste collection trucks, and repairs to the pump/rescue truck and a backhoe.
- Increased snow removal costs of \$150,000 due to extended weather conditions early in the year. Year-to-year anomalies in the snow and ice budget are managed through a separate operating reserve (and therefore do not directly impact the accumulated surplus).
- Increased vegetation maintenance costs of \$122,000 as a result of a significantly longer growing season. This area will be monitored to determine if the longer season represents an anomaly or a new trend.
- Higher than expected cemetery related costs of \$98,000 resulting from an increased number of internments in the year. These costs are also offset by increased revenues from fees for service.

These unfavourable variances are offset mainly by favourable Drainage Utilities variances of \$314,000 due to fewer than anticipated repair activities as a result of CCTV video monitoring initiated in 2018. Where repairs were required, lack of contractor availability resulted in delays in completing some work.

Note - A portion (\$20,000) of the city's \$100,000 offset for contracted services has been allocated against the Engineering and Public Works budget.

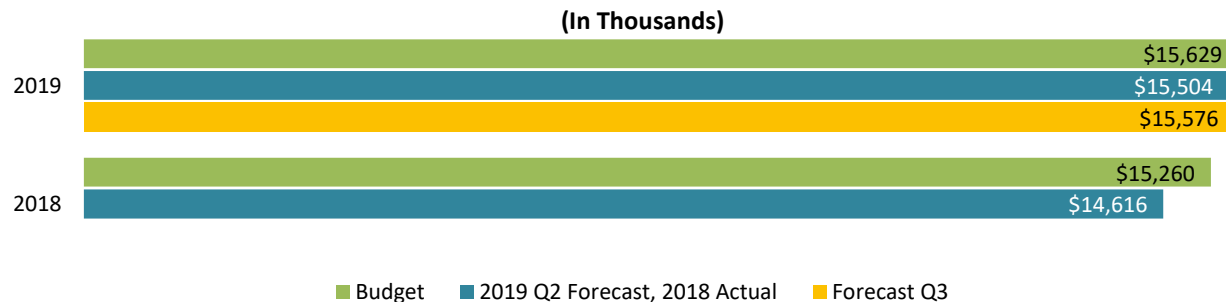
## 2019 Q3 Operating Variance

### Recreation



Minor favourable variance of \$89,000 is driven from the Facilities division forecasting to be under budget by \$210,000 due to staff vacancies and lower than expected utilities costs which is offset by the Arts and Culture division forecasting to be over budget by \$145,000 as a result of special events activities due to increased contractor costs (for example fireworks and traffic management) as well as an increase in the number of supported events. The Recreation division is forecasting a favourable variance of \$22,000 that reflects certain anticipated additional costs for the PCCC opening not being realized due to later than expected opening dates of the fitness and pool areas.

### Police Services

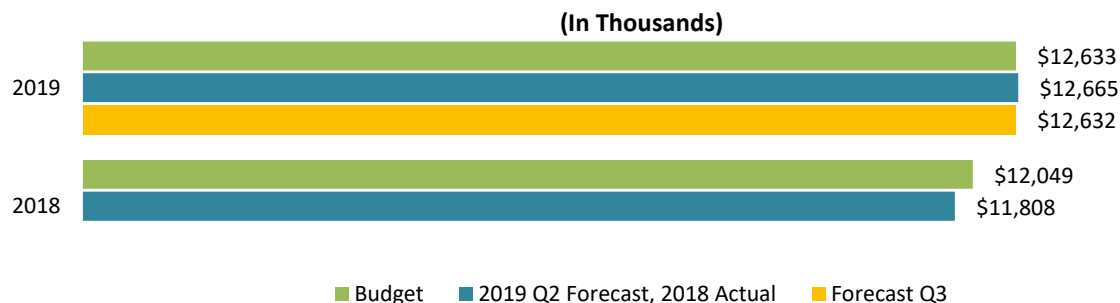


Minor favourable variance of \$53,000 due to vacancies in the public safety building (\$205,000) and RCMP staffing (\$225,000) which are offset by an unfavourable variance (\$377,400) as a result of a difference in the cost share percentage between budgeted (31.22%) and actual (32.07%) due to a higher proportion of police activities occurring in Port Coquitlam than budgeted.



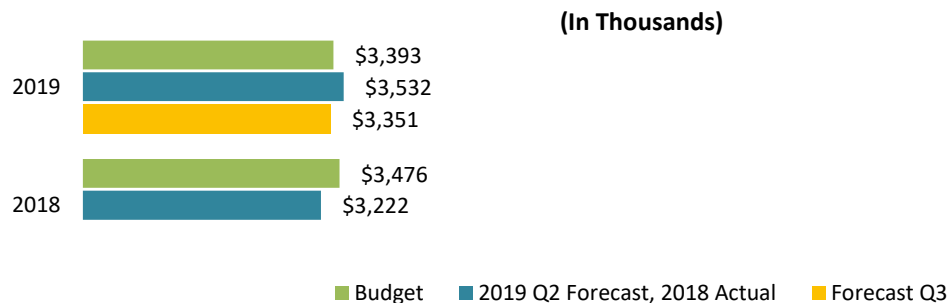
## 2019 Q3 Operating Variance

### Fire & Emergency Services



No significant variances forecasted.

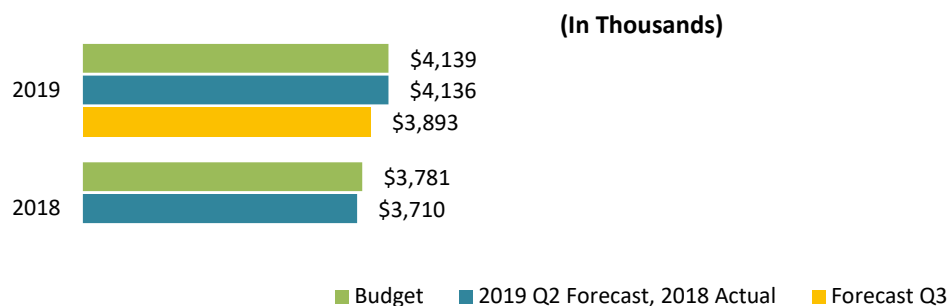
### Development Services



Favourable variance of \$42,000 due to vacancies (Planning and Development Engineering) and less contracted services work required (land surveys) than anticipated in the Development Engineering area.

Note - The City's \$200,000 offset for vacancies and a portion (\$30,000) of the city's \$100,000 offset for contracted services has been allocated against the Development Services budget.

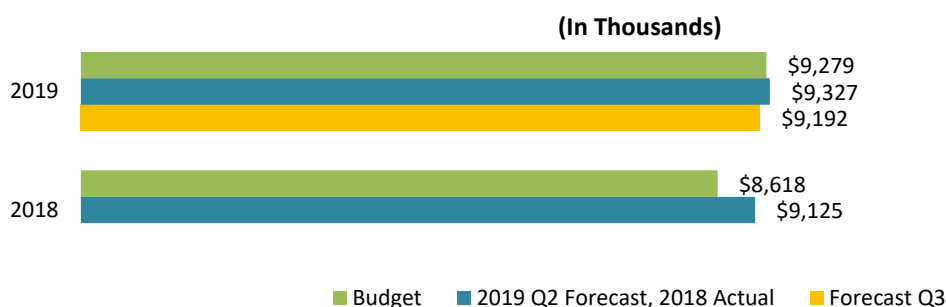
### Solid Waste Operations



## 2019 Q3 Operating Variance

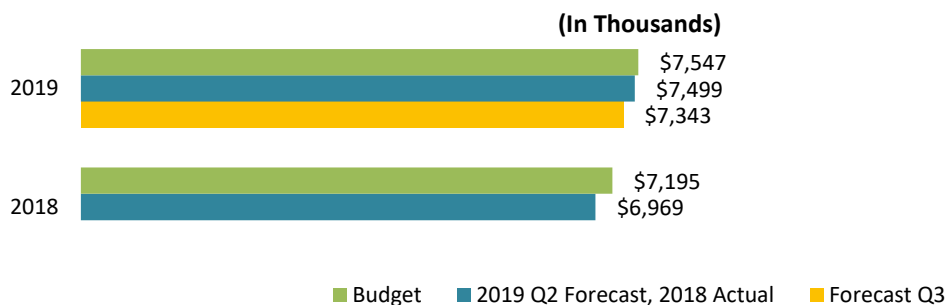
Favourable variance of \$246,000 due to lower than expected green waste tonnage (6,800 tonnes forecasted to be processed vs budget of 7,000 tonnes).

### Water Operations



Minor favourable variance of \$87,000 due lower than anticipated water general maintenance activities required in the year.

### Sewer Operations



Favourable variance of \$204,000 due mainly to lower sewer main repair costs (\$158,000) and less reactive emergency repairs of the sanitary lift stations than anticipated (\$86,000). This favourable variance is offset by increased sewer connection repairs of \$40,000.

### FINANCIAL IMPLICATIONS

In the past, we have not amended the financial plan simply because we expected larger than budgeted revenues as there is no legislative requirement for revenues not to exceed budget. However, because this year we are expecting to exceed our budgetary approval for expenses, we are recommending the 2019-2023 financial plan be amended. A large portion of the forecasted overage (\$579,000) relates to work where there is a corresponding fee for service, therefore by

## 2019 Q3 Operating Variance


adjusting both revenues and expenditures by this amount, the city will fulfill our legislative requirement to spend within our authorized amount, while maintaining a balanced budget.

As an alternative to amending the financial plan, Committee could direct staff to reduce expenditures for the remainder of the year. Where possible, staff would work to accomplish this reduction through delaying or deferring any non-critical work to 2020, however it may be necessary to reduce service levels in order to stay within the current approved expenditure amount.

Given that the final amount of expenditures is not exactly known, it may be unnecessary to amend the financial plan if costs ultimately remain below the expenditure amount. A second alternative would be to wait until the end of the year and amend the financial plan only if required. The Community Charter allows Council to amend a financial plan at any time, therefore it would be possible to amend the 2019-2023 financial plan in 2020, if required, once final costs are certain.

Of the three options available, staff recommend amending the financial plan. The Q3 forecast, which represents management's best estimate based on the information available, indicated a slight overrun in expenses based on higher than expected fee for service work. Taking a pro-active approach to amend the financial plan allows the City to stay on-side of its legislative requirements while continuing to maintain service levels.

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Amend the financial plan
	2	Direct staff to reduce expenditures
	2	Wait until the year is complete and amend the financial plan if necessary

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